

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Evans
Bernie Erickson, Patrick Buckley, John Van Dyck

EXECUTIVE COMMITTEE

Monday, April 11, 2016

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of March 7, 2016.

Comments from the Public

1. Review Minutes of:
 - a) LEAN Steering Committee (February 4, 2016).

Vacant Budgeted Positions (Request to Fill)

2. Administration – Admin/Communications Coordinator - Vacated – 4/18/16.
3. Child Support – Child Support Specialist – Enforcement - Vacated – 3/25/16.
4. Health – Public Health Nurse (.32 FTE) - Vacated – 12-21-15.
5. Human Services – Economic Support Specialist (x3) - Vacated – 4/1/16; 4/15/16.
6. NEW Zoo – Guest Services Coordinator - Vacated – 3/9/16.
7. Public Works (Facilities) – Housekeeper - Vacated – 3/11/16.
8. Register of Deeds – Real Estate Specialist - Vacated – 5/2/16.
9. Register of Deeds – Chief Deputy Register of Deeds - Vacated – 5/3/16.
10. Technology Services – Enterprise System Analyst II - Vacated – 4/1/16.

Legal Bills

11. Review and Possible Action on Legal Bills to be paid.

Treasurer

- 11a. ACTION – Review and approval or rejection of bids for tax deed properties (Bid results of 4-8-16) to be handed out at meeting)

<u>Parcel #</u>	<u>Municipality</u>	<u>Address</u>	<u>Min. Starting Bid</u>
14-157	City of Green Bay	1274 Cherry St.	\$ 100
1-898	City of Green Bay	1322 S. Chestnut Ave	\$ 100
2-661	City of Green Bay	519 Twelfth Ave.	\$ 100

Communications

12. Communication from Supervisor Evans re: Discussion on the possible uses for the savings in the reduction of bond payments. Maintenance, promotion of Brown County, Room Tax Stabilization Fund. *Held for one month.*

Referred to Executive Committee

13. Discussion and possible action re: Request for Proposal for Brown County Pharmacy Services for Community Treatment Center (CTC) Project #2052. *Referred from March Human Services.*
- 13a. Budget Adjustment Request (16-20): Any allocation from the County's General Fund. *Referred to Executive Committee due to cancelled of Admin Committee.*

Resolutions, Ordinances

14. Resolution approving the purchase of elections systems software and hardware.
15. Resolution re: Change in Table of Organization for U.W. Extension Stem Outreach Coordinator – LTE.
16. Resolution re: Change in Table of Organization for U.W. Extension Teen Market Garden Coordinator – LTE.
17. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County code entitled "Grievance Procedure". *Held for one month.*

Reports

18. County Executive Report.
 - a) Budget Status Financial Reports for December, 2015 and January & February, 2016.
19. Human Resources Report.
20. Internal Auditor Report.
 - a) Audit Report: Monetary Receipts, Disbursements and Deposits Review – Brown County Treasurer.
 - b) Board of Supervisors Budget Status Financial Report – December, 2015.
 - c) Board of Supervisors (Veterans' Recognition Subcommittee) – December, 2015.
 - d) Board of Supervisors Budget Status Financial Report – February, 2016.
 - e) Monthly Status Update: March 1 – March 31, 2016.

Other

21. Such other matters as authorized by law.
22. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, March 7, 2016 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Van Dyck, Supervisor Buckley, Supervisor Moynihan, Supervisor Erickson
Excused: Supervisor Evans, Supervisor Fewell
Also Present: Dan Process, Chad Weininger, Dave Ehlinger, Paul Fontecchio, Brittany Zaehring, Chuck Lamine, Rob Gollman

I. Call meeting to order.

The meeting was called to order by Chair Lund at 5:30 pm.

II. Approve/modify agenda.

Supervisor Erickson indicated he would like to modify the agenda by moving Items 21a and b to follow Item 14.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/modify Minutes of February 8, 2016.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

Vacant Budgeted Positions (Request to Fill)

1. Child Support – Clerk/Typist II - Vacated – 2/15/16.
2. Clerk of Courts – Deputy Clerk of Courts I - Vacated – 2/29/16.
3. Clerk of Courts – Deputy Clerk of Courts I (.8 FTE) - Vacated – 3/7/16.
4. District Attorney – Legal Assistant I - Vacated – 3/11/16.
5. Human Resources – Human Resources Associate - Vacated – 3/11/16.
6. Human Services – Economic Support Specialist - Vacated – 2/1/16.
7. Human Services – Lead Economic Support Specialist - Vacated – 2/8/16.
8. Human Services – Financial Supervisor - Vacated – 2/12/16.
9. Planning & Land Services – Administrative Secretary - Vacated – 3/1/16.
10. Planning & Land Services – Survey Crew Chief - Vacated – 2/29/16.
11. Public Works (Facilities) – Housekeeper (.5 FTE) - Vacated – 2/1/16.
12. Public Works (Facilities) – Housekeeper Lead - Vacated – 3/1/16.
13. Public Works (Highway) – Superintendent - Vacated – 3/4/16.
14. UW-Extension – Secretary III (.5 FTE) - Vacated – 2/26/16.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to suspend the rules and take Items 1 – 4 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve Items 1-14. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Buckley arrived at 5: 33 pm

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Supervisor Van Dyck requested that in the future, administration include under the budgeted hourly wage rate, a range for the particular position instead of just a singular amount so the Board knows what the position could be filled at from low to high. Van Dyck would also like to see if each position went through the class and comp. Director of Administration Chad Weininger said that all of the positions went through the class and comp procedure other than the summer seasonal positions. Van Dyck said he is referring to the positions that were actually reviewed. He would like this information because some of the positions, such as clerk typists and cleaning positions could possibly be filled at a lower range than what is shown on the budget impact calculations. Weininger stated that he will work with HR staff to honor these requests. Van Dyck also said it would be interesting to see at a later point after the positions are filled, how many applicants there were for the positions.

Although shown in the proper format here, Items 21 a and b were taken at this time.

Legal Bills

- 15. Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to pay the legal bills. Vote taken.

MOTION CARRIED UNANIMOUSLY

Communications

- 16. Communication from Supervisor Evans re: Discussion on the possible uses for the savings in the reduction of bond payments. Maintenance, promotion of Brown County, Room Tax Stabilization Fund. Referred from February County Board.**

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to hold one month. Vote taken.

MOTION CARRIED UNANIMOUSLY

Treasurer – No items.

Resolutions, Ordinances

- 17. Resolution re: Change in Table of Organization for the Health Department Public Health Educator.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to approve. Vote taken. MOTION

CARRIED UNANIMOUSLY

- 18. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code entitled "Grievance Procedure." Referred from February County Board.**

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to hold one month. Vote taken. MOTION

CARRIED UNANIMOUSLY

Reports

- 19. County Executive Report.**

No report; no action taken.

- 20. Internal Auditor Report.**

a) Monthly Status Update (February 1 – February 29, 2016).

Internal Auditor Dan Process provided an update on the asphalt plant audit. He indicated that a contract has been signed with Schenk and it is anticipated they will get in there sometime this week. Schenck anticipated a fairly quick turnaround time. Process noted that at the last Board meeting there was a request from the Supervisors to have an opportunity to meet with Schenck and ask questions regarding the audit. A question/answer session was held on February 22, 2016 and Process noted that it went well and was very transparent. He also said that he has answered questions of Supervisors who were not able to attend. ///

**Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

21. Human Resources Report.

Human Resources Director Brittany Zaehring reported that she has been here about a month now. She stated she has been meeting with staff and various stakeholders to find out what the needs and concerns are. One of the concerns she heard was with regard to working with HR staff in a team culture and she noted that there are some issues in that area that she is assessing. She is also looking at strengths and weaknesses of the overall operations and where improvements and efficiencies can be made. Zaehring continued that she is looking at an analysis of all of the policies and procedures to see what is already in place and make recommendation as to what should be added. Finally, she is trying to maintain the current priorities in projects that are ongoing. She said that staff is moving forward with their normal work.

**Motion made by Supervisor Erickson, seconded by Supervisor Buckley to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

- a) **Discussion regarding the calculation for the wage adjustment of the .5%, 1%, 2% and 3%. February Motion: To refer back to Administration to recalculate the 2016 wage increases to compare the 2015 pay to the 2015 market rates and bring back fiscal impact in a month.**

Weininger provided the Committee with a handout, a copy of which is attached. He said in looking at the mechanics' pay on the handout, they are currently 102.69% of the market. That 102.69% falls between 97% and 104% and therefore it was determined that they should get a 2%, which is a standard COLA adjustment. The Board action was what percent would get them to the midpoint because there was a wage adjustment. In this circumstance, if you look at the first box of the handout, a 102.69% with a 1% applied to it is 103.71% which would be at market. If 2% were applied to the 102.69% it would be 104.76% which would actually technically be above market and applying 3% would be 105.78% which is above market. Weininger continued that the point where this becomes an issue is between 104% and 105%. If standard rounding is used, if it was at 104.5% and above, it would be above market, but if it was 104.49% or below, it would be below market. Weininger continued that if the rounding piece were eliminated and they did a wage adjustment and the Board wanted to apply the wage to bring them up to market but not go above market, which would basically be eliminating rounding, the net effect or total cost would be \$40,031.35. Of that, \$30,328 would be levy affect and the remaining \$9,702 would be non-levy affect.

Weininger continued that Box 2 shows the options and option 2 is to round until the whole number is hit. He said that the rounding issue has a relatively small financial impact, but that is the way it was calculated based on the Board so the intent was to do a wage adjustment rather than a standard COLA. Moynihan asked how many employees this affected and the answer was roughly 69 employees.

Van Dyck acknowledged that in reality the Board failed to give direction in regard to the market rates and what to do with them. Effectively what the chart on the left side of the handout is showing is that in pay grade 13, we started out with a \$23.28 number which when divided by the \$22.67, that particular position was at 102.69% of the market. It would have been Van Dyck's understanding to say that it is falling between 97% - 104% so therefore that particular position or any similar position should have gotten a 2% wage increase. He is with Weininger up to that point. Where he loses it though is when moving to box 1, where then you take the new rate which would be the \$23.28 times the 1.02% which gives the \$23.7456 and then divide that by the \$22.67 which is market and that comes up with the 104.74%. Then administration is saying that the 104.74% is above the market, but the market of \$22.67 is still a 2015 number. Weininger agreed that it is a 2015 number. Van Dyck said that going forward, if we are going to continue something like this, administration should give some direction to the Board as to what to do with the market number because it does not seem right to take a 2015 wage rate, apply an increase to it to come up with the 2016 number and then divide it by a 2015 market rate.

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Weininger responded that one of the ways to address this would be to go back to Wipfli and have the numbers reweighted because they had them weighted for 2015 to apply a certain standard percentage increase. He said there is still a wage adjustment, but there is the 1%, 2% or 3% being built into the person's wages, but it does not change the actual scale. Weininger continued that what they will probably do in 2017 is figure out the weighted method and the way to apply it, whether it should be a standard COLA increase across the board and move the entire scale or to use what Wipfli used which was a weighted average to come up with that adjustment. Weininger said they did not have the formula that Wipfli used so they could not apply it for 2016. Their intention was to do a standard increase across the board and a small percentage for the adjustment. The other issue was how to weight the new scale.

Van Dyck felt that going forward it may be appropriate for the Board put a communication in each year or use some other process to approve some type of inflationary factor against the market. Lund stated that something like that should come before the Executive Committee and he felt it should be done in September before the budget meetings are held so that it is a built in working plan. Weininger said that part of it has to do with how the pay structure is worked and those mechanics and this dovetails into the next discussion regarding the RFP.

It was indicated that an adjustment for the mechanics would be retroactive back to January 1, 2016.

Motion made by Supervisor Erickson, seconded by Supervisor Van Dyck to approve the 2% and have Administration draft a resolution to change the rounding. Vote taken. MOTION CARRIED UNANIMOUSLY

b) Review and approval of Request for Services for Employee Classification and Compensation Study.

Zaehring said the RFP she drafted is what she considers to be a scope of services to have the class and comp study looked at. She felt this is a comprehensive request for services because there have been numerous problems and issues with the class and comp and it is the number one thing she hears about from department heads. She would propose to have a third party come in and give some recommendations on what can be done to flush things out.

Buckley asked if this is something that will have to be addressed every year. Zaehring responded that what is typically done is once a general plan is agreed upon a work schedule is set up to review a portion of the plan each year. Buckley said that with the way that labor and wages are going currently in general, he felt that some determination needs to be made as to what the County is going to pay people so they can keep them.

Van Dyck welcomed Zaehring and indicated that based on her report he felt that HR is on the right track.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to approve the RFP as presented. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

22. Such other matters as authorized by law. None.

23. Adjourn.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to adjourn at 5:59 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

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Brown County LEAN Steering Committee Minutes of February 4, 2016 Meeting

Attendance: Nancy Fennema, Maria Lasecki, Troy Streckenbach, August Neverman, Brian Simons, Renee Ruiz, Judy Knudsen

Excused: Cathy Williquette Lindsay, Chad Weininger, and Brad Hopp

Approve Minutes of January 7, 2016 Meeting: A motion was made by Brian Simons and seconded by Troy Streckenbach to approve the January 7, 2016 minutes. Motion carried.

2017 LEAN Conference Update: The planning committee will meet in February 2016 to begin planning this event

Employee LEAN Presentations:

New Employee LEAN Presentation: A small group of LEAN facilitators have developed a presentation on LEAN to be given at new employee orientation. The group would like a minimum of 15 minutes and maximum of 30 minutes for the presentation.

Department Heads LEAN Overview: LEAN facilitators have worked on an LEAN overview presentation they would like to share with Department Heads. The LEAN Steering Committee felt it would be beneficial for supervisors and managers to be invited as well so they can have a better understanding about LEAN and why the county is engaged in using LEAN. The County Executive will schedule this meeting. Other items to address include:

- Few departments have integrated LEAN into their operations. Cultural value of engaging employees.
- In some cases, management has let employees down when steps in the action register have not been implemented.
- Department Heads need to take ownership of these events. Remind employees the action register is a living document. LEAN is not going away.
- Share what has been learned as a result of conducting LEAN.
- Share results of a couple LEAN events
- LEAN overview presentation is also available to be given in county departments. In addition, a shorter presentation will be presented at new employee orientation.

LEAN Event Update

- Testing & Training Plan Emergency Management. Facilitators have met with this group to begin the planning process for an event.

Next Meeting: March 3, 2016 at noon in the Veterans Conference Room.

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
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GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

April 11, 2016

Departments for position approval process at April 11, 2016 Executive Committee:

Administration – Admin/Communications Coordinator

Vacated – 4/18/16

Child Support – Child Support Specialist – Enforcement

Vacated – 3/25/16

Health – Public Health Nurse (.32 FTE)

Vacated – 12-21-15

Human Services – Economic Support Specialist (x3)

Vacated – 4/1/16; 4/15/16

NEW Zoo – Guest Services Coordinator

Vacated – 3/9/16

Public Works (Facilities) – Housekeeper

Vacated – 3/11/16

Register of Deeds – Real Estate Specialist

Vacated – 5/2/16

Register of Deeds – Chief Deputy Register of Deeds

Vacated – 5/3/16

Technology Services – Enterprise System Analyst II

Vacated – 4/1/16

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

April 4, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehringer, Human Resources Director

FROM: Chad Weininger, Director of Administration

SUBJECT: Request to Fill – Admin/Communications Coordinator

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.) **Position description is current.**
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain. **Administration and communications processes and procedures for the Department of Administration and finance are critical to the smooth flow of County-wide activities.**
3. Describe job performance measurement for this position (clients, caseload, work output, etc.) **Performance is measured on smooth operation of County administration, communications, finance and budgetary procedures and policies for the whole of Brown County as well as the department specific goals and objectives specifically spelled out by the department head.**
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. **Due to this position's high level administrative job duties, this position is consistently evaluated to ensure accuracy and effectiveness in process procedures and operations.**
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls? **Budgeted funds are sufficient.**
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? **This position is a central administrative position and critical to the smooth flow of County-wide policy processes and procedures; filling it is essential for the Department of Administration and Finance division.**

Budget Impact Calculation

Department: Administration
Position: Admin/Communications Coordinator

Partial Budget Impact: 04/18/16 - 12/31/16 37 Weeks

Salary \$ 32,120.98

Fringe Benefits \$ 16,312.02

\$ 48,433.00

Annualized Budget Impact:

Salary \$ 45,143.00

Fringe Benefits \$ 22,925.00

\$ 68,068.00

Note: this position is in the 2016 budget

Position vacated: 4/18/2016

Budgeted hourly wage rate: \$21.62

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation:

Contact: Chad Weininger
920-448-4037

CHILD SUPPORT

Brown County

305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600



March 16, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Camille Stymiest, Human Resources Analyst
Brittany Zachlinger, HR Director

FROM: Maria Lasecki, Director
Brown County Child Support Agency

SUBJECT: Request to Fill – Child Support Specialist-Enforcement

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been reviewed and is current. It has been submitted to HR for the purpose of documenting that it has recently been reviewed.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Child Support enforcement is a joint federal, state and local responsibility. Locally, Brown County maintains a contract with the state of Wisconsin to administer this program. The Child Support Specialist-Enforcement works, collectively, with a team of enforcement specialists, accounting technicians and support service representatives to provide federally mandated child support services including: locating absent parents, establishing paternity/financial/medical support orders, enforcing current and past due child support and modifying existing child support orders. This position is responsible for performing complex legal work regarding financial, medical and other related matters in accordance with federal regulations, state statute and administrative code.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Brown County Child Support enforcement unit currently handles approximately 14,400 cases and this number is steadily climbing. Brown County is one of Wisconsin's five largest agencies. In addition to the aforementioned, the agency also serves over 5,000 NIVD cases in accordance with state statute. Our enforcement unit is made up of 17 FTE specialists. Currently, each specialist is responsible for handling between close to 1000 cases per worker. Our caseloads continue to grow, in fact since 2012, our total caseload has grown by over 1200 cases. Even when fully staffed, workers are still taxed with the responsibility of trying to keep up.

An enforcement specialist must have strong analytical/problem solving skills, excellent communication skills (both orally and in writing), knowledge of the law and legal system and the ability to effectively work with individuals of varying backgrounds, cultures, socio-economic status, educational levels and LEP capabilities. Further, specialists must be knowledgeable with regard to

public assistance eligibility, community resources and be adept in using a multitude of various computer systems.

Most importantly, our enforcement staff drives the extent to which our agency receives state and federal funding. Allocation of revenue to each county depends upon how the county performs within 4 performance measurements, as well as how the state performs on whole. It is imperative that Brown County maintain (and continuously strive to improve) performance levels; lest our funding be directly, and negatively, impacted.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The continued success of our customer service plan, our enforcement effectiveness and the ability of our call center staff to continue their outreach efforts necessitates that we maintain our existing level of enforcement staff. The impact of not filling this vacancy is directly correlated to our ability to maximize performance incentives and state/federal funding opportunities. Current staff is challenged in keeping up with the workload they have now. Not filling this position would result in an increase of approximately 75 cases to each caseload. This would only prove to lessen enforcement endeavors and specialist effectiveness-which would, subsequently, lessen our performance measurements and ultimately reduce our future funding allocations. Moreover, customer service levels would be difficult to maintain.

Finally, our agency mission focuses on the necessity of providing education and outreach to our participants, in an effort to maximize program understanding and compel payers to meet their respective court ordered obligations. To do so, we need to ensure that our staffing levels are stabilized. Service delivery can only be accomplished thru the maintenance of adequate staffing levels.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact of not filling the position will have a negative effect on the department in many ways. Despite the fact that savings could be achieved while the position remains open, coverage for this area will be maintained by existing specialists. As previously mentioned, funding for the Child Support Agency is based on performance measures which primarily include work performed by this position. It is important that the salary savings not be viewed as sustainable-short of emergent situations as coverage cannot be provided by other staff who: a) are not knowledgeable in the statutes that govern child support enforcement and b) who have very specific performance measures to meet themselves in order to secure the maximum state and federal funding for the following fiscal year. Lastly, it is important to remember that we realize 66% reimbursement from the state for program expenses. Leaving this position open for any period of time is not prudent, from standpoints which are fiscally driven, service related or mindful of the potential for state sanctions should timelines not be met.

Budget Impact Calculation

Department: Child Support
Position: Child Support Specialist- Enforcement

Partial Budget Impact: 04/01/16 - 12/31/16 39 Weeks

Salary \$ 32,245.50

Fringe Benefits \$ 12,319.50

\$ 44,565.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 42,994.00

Fringe Benefits \$ 16,426.00

\$ 59,420.00

Note: this position is in the 2016 budget

Position vacated: 3/25/2016

Budgeted hourly wage rate: \$20.67

Total Number of FTEs Budget for this position title in budget: 17

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 17

Number of FTEs filled with this position vacant: 16

Percent of this position staffed: 94%

Analyst Recommendation: This position is vacant due to a resignation. The Brown County Child Support enforcement handles approximately 14,400 child support cases. The enforcement workers are responsible for providing federally mandated child support services to the Brown County Community. The work case load is delegated between 17 enforcement workers. Due to the heavy workload of each enforcement worker, it would be crucial to refill this vacancy swiftly. I recommend approval. Camille Stymiest, Human

Contact: Maria Lasecki
920-448-7601

HEALTH DEPARTMENT

Brown County

610 S. BROADWAY STREET
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GREEN BAY, WI 54305-3600



CHUA XIONG, R.N., M.S.

PHONE (920) 448-6400 FAX (920) 448-6449 WEB: www.co.brown.wi.us

DIRECTOR

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Human Resources Director

FROM: Chua Xiong
Director/Health Officer

SUBJECT: Request to Fill -Public Health Nurse (.32 FTE)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)
Description was reviewed in May 2013 and there were minor changes.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes, all services provided are required under statutory regulations re to generalized public health nursing services for local public health departments.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Nursing division provided 1943 communicable disease follow ups, and 503 visits for medication administration, 335 Tuberculin skin tests, 34 outbreak investigations, and 4,278 flu/other routine immunizations, 7 community group educations. (2014 stats).
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
I do not think there are efficiencies (streamline, outsourcing job responsibilities) due to the need to protect the agency's liability by assuring that communicable disease services being provided by the county are being handled appropriately and consistency with state and federal rules/regulations, and best practice guidelines. There are also legal ramification with HIPPA and confidentiality
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Yes-position is budgeted for 2016.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Service provision to clients would get backed up, communicable disease control services may not be provided in a timely manner resulting in potential further spread, documentation could get backed up risking liability re to incomplete charting, immunization services may be limited due to reduced staffing, etc.

Budget Impact Calculation

Department: Public Health
Position: Public Health Nurse (.32 FTE)

Partial Budget Impact: 04/01/16 - 12/31/16 39 Weeks

Salary \$ 4,539.00

Fringe Benefits \$ 3,082.50

\$ 7,621.50

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 6,052.00

Fringe Benefits \$ 4,110.00

\$ 10,162.00

Note: this position is in the 2016 budget

Position vacated: 12/21/2015

Budgeted hourly wage rate: \$30.31

Total Number of FTEs Budget for this position title in budget: 11.65

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 11.65

Number of FTEs filled with this position vacant: 10.36

Percent of this position staffed: 89%

Analyst Recommendation: This position is vacant due to a resignation. This position is responsible for providing preventative services (such as communicable disease education and maternal/child health services) to the Brown County community. These services are mandatory under statutory regulations. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: Deborah Armbruster
920-448-6442

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

March 25, 2016

TO: Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration
Troy Streckenbach, County Executive

FROM: Jenny Hoffman, Economic Support Manager
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position (X3)

1. Is the position description current or does it require updates?
The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. The Economic Support unit handles over 25,000 cases; the total caseload has increased significantly since 2009 (16,000 cases). This unit has a high workload volume coupled with a large volume of policy and systems changes which can occur weekly, monthly, and/or annually. Multiple performance standards imposed by the Department of Health Services and Department of Children and Families have to be met so we are in compliance. Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Processes have been streamlined over the past several years in an effort to maximize our resources and reduce costs.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Manager, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes



are implemented and monitored for effectiveness.

- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health

- Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Economic Support Specialist (x3)

Partial Budget Impact: 4/18/16 - 12/31/16 35 Weeks

Salary \$ 64,338.75

Fringe Benefits \$ 20,687.69

\$ 85,026.44

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 95,589.00

Fringe Benefits \$ 30,736.00

\$ 126,325.00

Note: This position is in the 2016 budget.

Position vacated: 4/18/2016

Budgeted hourly wage rate: \$16.34

Total Number of FTEs Budget for this position title in budget: 50

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 50

Number of FTEs filled with this position vacant: 47

Percent of this position staffed: 94%

Analyst Recommendation: One vacancy due to promotion. The other 2 due to resignations. Economic Support Specialists are responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal penalties. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Jenny Hoffman 448-6367

NEW ZOO & Adventure Park

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 662-2400 FAX (920) 434-4162
E-MAIL JELEN_PE@CO.BROWN.WI.US



PATRICIA E. JELEN

OPERATIONS MANAGER

3-2-16

TO: County Executive
Human Resources Director
Director of Administration

FROM: Patricia Jelen
Operations Manager
NEW Zoo & Adventure Park

SUBJECT: Request to Fill – Guest Services Coordinator

1. Is the position description current or does it require updates?

Job description is up to date.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain. **Yes. Approvals in LOGOS, responsible cash handling guidelines as well as supervisory and training duties of the operations of the NEW Zoo & Adventure Park rely on the person in this position.**

3. Describe job performance measurement for this position (clients, caseload, work output, etc.) **Reports directly to the operations manager, acts as a liaison between the NEW Zoo guests and staff in regards to guest satisfaction. Weekly Operations/Guest Services meetings take place to measure output and workload.**

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. **There is a very large gap between what is expected of an LTE Supervisor and what is required to sufficiently maintain operational success. With financial and operational security measures in place, this position could not be outsourced.**

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls? **This position is in the current budget and has been for a number of years. The prior occupant of this position gave a two week notice. The position will not be filled before it is vacated.**

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? **The NEW Zoo & Adventure Park would run the risk of lost business and a drop in customer satisfaction during peak business periods as a result of the lack of seasonal staff oversight and training.**

Budget Impact Calculation

Department: N.E.W. Zoo & Adventure Park
Position: Guest Services Coordinator

Partial Budget Impact: 04/01/16 - 12/31/16 39 Weeks

Salary \$ 27,502.50

Fringe Benefits \$ 11,602.50

\$ 39,105.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 36,670.00

Fringe Benefits \$ 15,470.00

\$ 52,140.00

Note: this position is in the 2016 budget

Position vacated: 3/9/2016

Budgeted hourly wage rate: \$17.63

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This position is vacant due to a resignation. This position is responsible for assisting the Operations Manager by supervising the day-to-day operations at the Mayan Restaurant, general concession into the park, and the Birthday Party Rooms. The N.E.W. Zoo is moving into their busiest season so in order to maintain excellent customer satisfaction during the peak season, it is essential to refill the vacancy as soon as possible. I recommend for approval. Camille Stymiest, Human

Contact: Neil Anderson
920-662-2401

PUBLIC WORKS

Brown County

BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL LEBOEUF_DL@CO.BROWN.WI.US



DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

February 29, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Human Resources

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works / Facilities Management

RE: Request to fill – one 1.0 FTE Housekeeper

1. Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A- 1 form).
Yes, it is current.
2. Are the duties of the position related to essential (mandatory) services? If yes, please explain.
 - Yes, this position is essential.
 - Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
 - There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
 - Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
 - Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduce absenteeism.
 - In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.
 - This position is in the 2015 budget & 2016 budget; and due to staffing cuts in the past that led to current staffing issues.
 - My staff is working overtime to try to keep up the work.

- We currently have two temp employees to help.
 - With the past staff cuts -maintenance employees/Facility Workers; which receive more pay per hour; are have worked OT to help try to keep up.
 - Previous yearly reorganization efforts have decreased staff significantly to the point that there is not "fat" left to remove.
 - 2012-I dropped amount of employees to take off on vacation from 2 people off Monday thru Friday down to 1.0 employee to be off at one time.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?
- Yes. The 2015 budget & 2016 budget has 8 FTE's in Housekeeping for the CHS buildings. As in question #4, we will need to use costly Overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results and many times cannot pass the Sheriff's Department's Time and Security back ground check – this means they would not be allowed to clean in most of the County's buildings.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for all building occupants.
 - The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the Counties investments clean and well maintained.

Budget Impact Calculation

Department: Public Works (Facilities Management)
Position: Housekeeper

Partial Budget Impact: 04/01/16 - 12/31/16 39 Weeks

Salary \$ 19,780.50

Fringe Benefits \$ 10,434.00

\$ 30,214.50

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 26,374.00

Fringe Benefits \$ 13,912.00

\$ 40,286.00

Note: this position is in the 2016 budget

Position vacated: 3/11/2016

Budgeted hourly wage rate: \$12.68

Total Number of FTEs Budget for this position title in budget: 8

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 8

Number of FTEs filled with this position vacant: 7

Percent of this position staffed: 88%

Analyst Recommendation: This position is vacant due to a resignation. The Housekeepers are responsible for maintaining all Brown County buildings to ensure safety and cleanliness for visiting community members and Brown County employees. Without refilling this position in a timely manner, there will be an increase in Housekeeper overtime as well the need for temporary services in order to make up for the vacancy. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: Paul Fontecchio
920-662-2170

REGISTER OF DEEDS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4470 FAX (920) 448-4449
E-Mail: williquette_ca@co.brown.wi.us

CATHY WILLIQUETTE LINDSAY CPM
Register of Deeds

February 23, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: Cathy Williquette Lindsay
Register of Deeds

SUBJECT: Request to Fill – Real Estate Specialist Position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.) YES

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, review, record and index real estate documents approximately 45, 000 documents annually. Serve as agent for Wisconsin Rental Weatherization Program authorizing Rental Weatherization documents.

3. Describe job performance measurement for this position (clients, caseload, and work output)

- Review, prep, scan, process, post and return real estate documents.
- Review fees and accept or reject documents submitted for recording.
- Index real estate documents according to grantor and grantee into AVID.
- Answers questions about the recording requirements for customers on the phone and in person and how to obtain certified copy.
- Communicates recording information of newly recorded plats, CSM's and maps to surveyors, developers and to those who request this information.
- Prepares copies and certified copies of recorded documents.
- Accept proper payment for copies including cash, check, and debit/credit cards.

- Validate Stipulation and Waiver Agreements for the Wisconsin Department of Safety and Professional Services (DSPA) as authorized agent of DSPA.
- Weekly transmit copies of all recorded Rental Weatherization Stipulation and Waiver Agreements to DSPA at DSPAsbrwptech@wi.gov
- Process all real estate copy requests received via phone, email, fax.
- Scan plats on Survey Department flat-bed scanner and import images into AVID.
- File original plats and make 11 X 17-inch copies for companies who need them.
- Create and distribute customer service schedule monthly.
- Permanently file all "filed" documents.
- Manage real estate and general office Internet email boxes.
- Overnight copy requests using FedEx & UPS as requested.
- Enter addresses from eReceipts into AVID after posting date is changed and notify Property Listing.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is one of 3 person section of the office that was streamlined and consolidated from 4 FTE's to 3 and also cross-trained to assist vital records staff with customer service duties as needed. Employee in this position is being promoted to Chief Deputy (being vacated due to retirement).

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

YES

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? This section of our office has already been consolidated from 4 to 3 FTE's. A delay in filling will result in our production falling below industry expectations for real estate document turnaround which adversely affects the lenders, title companies and realtors.

Budget Impact Calculation

Department: Register of Deeds
Position: Real Estate Specialist - Register of Deeds

Partial Budget Impact: 5/3/16 - 12/31/16 33 Weeks

Salary \$ 23,654.65

Fringe Benefits \$ 9,876.52

\$ 33,531.17

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 37,274.00

Fringe Benefits \$ 15,563.00

\$ 52,837.00

Note: this position is in the 2016 budget

Position vacated: 5/3/2016

Budgeted hourly wage rate: \$17.92

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: This vacancy is due to the current Real Estate Specialist being promoted/appointed to Chief Deputy - Register of Deeds at the time the current Chief Deputy - Register of Deeds retires on 5/2/16. Position is responsible for reviewing, recording and indexing real estate documents -- approximately 45,000 annually. Also serves as agent for Wisconsin Rental Weatherization Program, authorizing Rental Weatherization documents. I approve request to fill. Lorrie Blaylock, HR Analyst

Contact

Cathy Williquette Lindsay

920 448 4469

REGISTER OF DEEDS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4470 FAX (920) 448-4449
E-Mail: williquette_ca@co.brown.wi.us

CATHY WILLIQUETTE LINDSAY CPM
Register of Deeds

February 11, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration

FROM: Cathy Williquette Lindsay, Register of Deeds
Register of Deeds Office

SUBJECT: Request to Fill – Chief Deputy Register of Deeds

1. Is the position description current or does it require updates? Job description is current.
2. Are the duties of the position related to an essential (mandatory) service?

Yes, per statute 59.43 (3) every register of deeds shall appoint one or more deputies who shall hold office at the register's pleasure. The deputy shall aid the register in the performance of the register's duties under the register's direction, and in case of the register's vacancy or the register's absence or inability to perform the duties of the register shall perform the duties of the register until the vacancy is filled or during the continuance of the absence or inability.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.).

Supervises, plans, schedules and directs the work of subordinates; instructs and trains employees in the proper methods and procedures; inspects the work in progress and upon completion; interviews and makes recommendations to prospective candidates; monitors and evaluates performance of staff; disciplines staff as appropriate.

Coordinates software upgrades and issues and troubleshooting for all office software and programs.

Maintains a complete set of bookkeeping records involving accounts receivables, and ledger books and all monies collected from recording, transfer fees, and copy fees and compiles monthly and yearly reports of the same.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. N/A

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Sufficient funds are budgeted to cover the cost of filling the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Per statute must fill upon vacancy. It should be noted position vacated due to retirement of a 40 year employee of the register of deeds office who has been serving as Chief Deputy Register of Deeds since June 1982. Current Chief Deputy has been working diligently the past two years to capture and document major duties and responsibilities which should greatly aid in training and transitioning to a new Chief Deputy. It is my intention to promote from within which will also allow the Chief Deputy candidate to job shadow the current Chief Deputy for a period of time.

Budget Impact Calculation

Department: Register of Deeds
Position: Chief Deputy - Register of Deeds

Partial Budget Impact: 5/2/16 - 12/31/16 33 Weeks

Salary \$ 32,841.35

Fringe Benefits \$ 11,266.33

\$ 44,107.67

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 51,750.00

Fringe Benefits \$ 17,753.00

\$ 69,503.00

Note: this position is in the 2016 budget

Position vacated: 5/2/2016

Budgeted hourly wage rate: \$24.88

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This vacancy is due to a retirement. It is a Statutory position required to serve in the absence of the elected Register of Deeds. Position is responsible for directing work of subordinates and controlling the record keeping services for real estate, personal property and vital statistics. Work includes planning, organizing, assigning and evaluating work of subordinates and overseeing the processing of documents established by state law under the managerial director of the Register of Deeds. We will not recruit for this position, as the Register of Deeds will appoint. I approve request. Lorrie Blaylock, HR Analyst

Contact

Cathy Williquette Lindsay

920 448 4469

TECHNOLOGY SERVICES

Brown County



111 NORTH JEFFERSON STREET,
2ND FLOOR
GREEN BAY, WISCONSIN 54301

CHIEF INFORMATION OFFICER – AUGUST NEVERMAN

PHONE (920) 448-4025 FAX (920) 448-6266

TECHNOLOGY SERVICES

March 22, 2016

TO: County Executive
Human Resources Manager
Director of Administration

FROM: August Neverman, Chief Information Officer
Technology Services

SUBJECT: Request to Fill – Enterprise System Analyst II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)
The description has been updated (see Enterprise System Analyst II).
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes, providing application and infrastructure support to Brown County Human Services end-users of technology, this includes application support and maintenance, PC support, patching and general operations.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
This job position is measured by work order metrics and project progress, measured through observation, system reports, and customer feedback.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
Opportunities were already realized. Increased workload was supported without added staff. The missing staff member reduces work capacity.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Yes, budgeted funds will be sufficient.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
The longer this position is vacant the longer it will take to complete the implementation of the Avatar system expansion, as well as potential suspension of existing application patching and updating.

Budget Impact Calculation

Department: Technology Services
Position: Enterprise Systems Analyst II

Partial Budget Impact: 04/01/16 - 12/31/16 39 Weeks

Salary \$ 46,956.00

Fringe Benefits \$ 14,546.25

\$ 61,502.25

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 62,608.00

Fringe Benefits \$ 19,395.00

\$ 82,003.00

Note: this position is in the 2016 budget

Position vacated: 4/1/2016

Budgeted hourly wage rate: \$30.10

Total Number of FTEs Budget for this position title in budget: 10

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 10

Number of FTEs filled with this position vacant: 9

Percent of this position staffed: 90%

Analyst Recommendation: This position is vacant due to retirement. This Enterprise Systems Analyst II position is responsible for providing support to the Brown County Human Services department. Technology Services plans to implement a new program called Avatar that will pertain specifically to the Community Programs in Human Services. Further, this position is solely reasonable for supporting the systems used at the Community Treatment Center. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: August Neverman
920-448-4032

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE				
FOR April 14, 2016 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27-02162016	3/29/2016	\$ 4,553.00	Airport General
MICHAEL, BEST & FRIEDRICH LLP	1392162	11/30/2015	\$ 186.00	Fox River Cleanup - Insurance
von Briesen & Roper, S.C.	210732	2/11/2016	\$13,247	Labor matters
von Briesen & Roper, S.C.	212184	3/15/2016	\$9,935	Labor matters
von Briesen & Roper, S.C.	211924	3/11/2016	\$352	Labor matters
von Briesen & Roper, S.C.	212306	3/16/2016	\$4,010	Labor matters
Total ----			\$ 32,283.18	

GARY A. WICKERT, S.C.

Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

March 29, 2016

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
3/11	Phone conference with Tom Miller re: hangar lease	.25
3/15	Review hangar lease file;	
	Phone conference with Tom Miller and Marty Piette re: hangar lease;	.75
	Revise hangar lease/ground lease;	.70
	Phone conference with Tom Miller re: Skenandore/ground lease;	3.00
	Office conference with Clyde Skenandore;	
	Letter to Tom Miller re: Clyde Skenandore;	
	Letter to Clyde Skenandore, et al.;	.25
	Review and revise modifications for lease	.20
3/16	Letter from Sue Bertrand re: Amano/Millennium;	
	Letter from Tom Miller re: News & Gift Concession Agreement;	
	Review subfile re: signing Second Amendment;	
	Review Amano file re: agreement status;	
	Letter from Sue Bertrand re: Vaisala and review subfile;	
	Phone conference with Sue Bertrand re: Amano and Vaisala and Voiceinterop;	
	Review information re: Ground Transportation meeting and review current taxi cab agreement and Section 25.09	2.25
3/21	Review file re: lease;	.10
	Phone conference with Tom Miller re: lease	.20
3/22	Letter from Scott Wochos re: lease;	.25
	Meeting at Airport with Tom Miller, Sue Bertrand, Marty Piette, and Lynn Liebowitz re: ground transportation;	2.65
	Review Voiceinterop Agreement as revised	.35
3/23	Review paragraphs 4 and 7 re: Voiceinterop;	
	Call to Sue Bertrand	.30
3/24	Begin review of Statutes, etc., re: regulation of transportation network companies;	2.75

Page Two
March 29, 2016

3/24	Phone conference with Sue Bertrand re:	
	Voiceinterop and TNCs;	.85
	Letter to Sue Bertrand re: TNCs	.20
3/25	Letter to Tom Miller re: TNCs.	<u>.65</u>
	TOTAL HOURS:	15.70

15.70 HOURS @ \$290.00 PER HOUR *	\$4,553.00
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AMOUNT DUE ON ACCOUNT:

\$4,553.00

Thank you.
GAW:prn

TM
OK
SIB

MICHAEL BEST

& FRIEDRICH LLP

CONFIDENTIAL

Michael Best & Friedrich LLP
Attorneys at Law
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Suite 700
P.O. Box 1806
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www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

RECEIVED BY
MAR 11 2016
Brown County
Corporation Counsel

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Invoice Date March 9, 2016
Invoice No. 1392162

Client/Matter 018236-0047 Fox River Fiber Sludge Disposal Matter

For professional services rendered through February 29, 2016, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
2/15/16	I Pitz	Receive and review letter from Patrick Taylor, Outagamie County; consult with client regarding status.	0.40	\$ 186.00
Total Hours and Services			0.40	\$ 186.00
Total Services				\$ 186.00
Total Disbursements				0.00
Total This Invoice				\$ 186.00

Michael Best & Friedrich LLP
 One South Pinckney Street, Suite 700
 P.O. Box 1806
 Madison, WI 53701-1806

Invoice 1392162
 018236-0047
 March 9, 2016
 Page 2 of 2

Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
2/5/16	1386183	\$ 1,441.50	\$ 0.00	\$ 1,441.50
3/9/16	1392162	186.00	0.00	<u>186.00</u>
Outstanding Due:				<u>1,627.50</u>

Outstanding Invoice Aging:

0-30	31-60	61-90	91-120	121+
186.00	1,441.50	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	<u>0.40</u>	\$ 465.00	<u>\$ 186.00</u>
Totals		0.40		\$ 186.00

BROWN COUNTY
ATTN: BARB WEST
RISK MANAGER
305 EAST WALNUT STREET
GREEN BAY, WI 54305

INVOICE NO. 210732
INVOICE DATE FEBRUARY 11, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

2016 PERSONNEL REVIEW

CURRENT FEES THIS MATTER	\$12,995.00
CURRENT DISBURSEMENTS THIS MATTER	\$252.02

CURRENT FEES	\$12,995.00
CURRENT DISBURSEMENTS	\$252.02

TOTAL CURRENT CHARGES THIS BILL	\$13,247.02
---------------------------------	-------------

TOTAL AMOUNT DUE	\$13,247.02
------------------	-------------

RECEIVED BY
MAR 22 2016
Brown County
Corporation Counsel

BROWN COUNTY
ATTN: BARB WEST
RISK MANAGER
305 EAST WALNUT STREET
GREEN BAY, WI 54305

INVOICE 210732
INVOICE DATE FEBRUARY 11, 2016
TAX ID. 39-1576289
ATTY. KYLE J. GULYA

2016 PERSONNEL REVIEW

MATTER NO. 009948-00011

PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31, 2016

1/14/16	KJG	TELECONFERENCES WITH CLIENT REGARDING PERSONNEL ISSUE; REVIEW ISSUES REGARDING SAME.	1.60	368.00
1/15/16	KJG	TELECONFERENCE WITH CLIENT REGARDING PERSONNEL ISSUE; TELECONFERENCES REGARDING ASSIGNMENT AND ANALYZE ISSUES REGARDING PROJECT.	1.50	345.00
1/15/16	JPH	ADDRESS PERSONNEL REVIEW PLANNING; TELEPHONE CONFERENCES AND COMMUNICATIONS AND REVIEW OF DOCUMENTS RELATED TO PERSONNEL REVIEW.	4.50	1035.00
1/17/16	JPH	ANALYZE DOCUMENTATION PROVIDED BY HUMAN RESOURCES; PLAN AND PREPARE FOR MULTIPLE INTERVIEWS.	5.20	1196.00
1/18/16	JPH	REVIEW COMMUNICATION RECORDS AND CONDUCT PERSONNEL REVIEW INTERVIEWS.	8.60	1978.00
1/19/16	KJG	TELECONFERENCE REGARDING PERSONNEL REVIEW ISSUES.	.40	92.00
1/19/16	JPH	CONDUCT PERSONNEL REVIEW INCLUDING REVIEW OF DOCUMENTATION AND INTERVIEWS OF MULTIPLE STAFF MEMBERS.	9.80	2254.00
1/20/16	KJG	TELECONFERENCES REGARDING PERSONNEL ISSUE AND PROCESS.	1.70	391.00
1/20/16	JPH	REVIEW AND RESPOND TO ADDITIONAL COMMUNICATIONS REGARDING PERSONNEL REVIEW; ADDRESS AND CONSIDER CURRENT ADMINISTRATION FINDINGS.	4.10	943.00
1/21/16	JPH	CONTINUE INTERVIEWS AND CONFERENCES TO ADDRESS PERSONNEL REVIEW.	7.90	1817.00

BROWN COUNTY
009948-00011

PAGE 2

1/22/16 JPH TELEPHONE CONFERENCE WITH HUMAN RESOURCES REGARDING REVIEW FINDINGS AND NEXT STEPS; EXCHANGE EMAIL CORRESPONDENCE WITH VARIOUS PERSONNEL REGARDING ADDITIONAL INFORMATION FOR CONSIDERATION; INTEROFFICE COMMUNICATIONS REGARDING FINDINGS AND PROCESS.	.70	161.00
1/25/16 KJG TELECONFERENCE REGARDING PERSONNEL REVIEW AND ADVICE TO CLIENT.	.50	115.00
1/25/16 JPH ADDRESS STRATEGY FOR REVIEW REPORTING.	.50	115.00
1/26/16 JPH DRAFT CONCLUSIONS REPORT; EXCHANGE COMMUNICATIONS WITH COUNTY STAFF REGARDING REVIEW.	3.40	782.00
1/27/16 JPH CONTINUE PREPARATION OF REPORTING; EXCHANGE EMAIL COMMUNICATIONS WITH HUMAN RESOURCES; REVIEW PERTINENT ADDITIONAL DOCUMENTATION; TELEPHONE CONFERENCE WITH ACTING HUMAN RESOURCES DIRECTOR.	3.50	805.00
1/28/16 JPH CONTINUE IDENTIFICATION OF CONCLUSIONS AND RECOMMENDATIONS.	2.10	483.00
1/29/16 JPH ADDRESS IDENTIFYING RESOURCES TO INCLUDE IN RECOMMENDATIONS.	.50	115.00

CURRENT FEES FOR THIS MATTER \$12,995.00

DISBURSEMENTS

1/31/16 LODGING EXPENSE REGARDING - STAY IN GREEN BAY TO CONDUCT INVESTIGATION 01/18/16	112.82
1/31/16 TRAVEL EXPENSES - PARKING DURING INVESTIGATION 01/18/16	15.00
1/31/16 TRAVEL EXPENSES - TRAVEL TO/FROM GREENBAY FOR INVESTIGATION 01/18/16	124.20

BROWN COUNTY
009948-00011

PAGE 3

CURRENT DISBURSEMENTS FOR THIS MATTER

\$252.02

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER

\$12,995.00

CURRENT DISBURSEMENTS FOR THIS MATTER

\$252.02

TOTAL CURRENT CHARGES THIS MATTER

\$13,247.02

TOTAL AMOUNT DUE FOR THIS MATTER

\$13,247.02

BROWN COUNTY
ATTN: BARB WEST
RISK MANAGER
305 EAST WALNUT STREET
GREEN BAY, WI 54305

INVOICE NO. 212184
INVOICE DATE MARCH 15, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

2016 PERSONNEL REVIEW

BALANCE FORWARD THIS MATTER	\$13,247.02
CURRENT FEES THIS MATTER	\$9,683.00
CURRENT DISBURSEMENTS THIS MATTER	\$252.24

CURRENT FEES	\$9,683.00
CURRENT DISBURSEMENTS	\$252.24

TOTAL CURRENT CHARGES THIS BILL	\$9,935.24
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BALANCE FORWARD	\$13,247.02
-----------------	-------------

TOTAL AMOUNT DUE	\$23,182.26
------------------	-------------

RECEIVED BY
MAR 22 2016
Brown County
Corporation Counsel

BROWN COUNTY
ATTN: BARB WEST
RISK MANAGER
305 EAST WALNUT STREET
GREEN BAY, WI 54305

INVOICE 212184
INVOICE DATE MARCH 15, 2016
TAX ID. 39-1576289
ATTY. KYLE J. GULYA

2016 PERSONNEL REVIEW

MATTER NO. 009948-00011

PROFESSIONAL SERVICES RENDERED THROUGH FEBRUARY 29, 2016

02/01/16 KJG REVIEW AND RESPOND TO CORRESPONDENCE REGARDING PERSONNEL ISSUE.	.20	46.00
02/01/16 JPH EXCHANGE EMAIL CORRESPONDENCE WITH ATTORNEY LINDNER TO RESPOND TO QUESTIONS REGARDING REVIEW STATUS.	.30	69.00
02/03/16 JPH ADDRESS FINDINGS AND CONCLUSIONS OF PERSONNEL REVIEW.	4.90	1127.00
02/04/16 DEB REVIEW AND REVISE WRITTEN INVESTIGATION REPORT AND CONFERENCE WITH JILL HALL REGARDING SAME.	.40	92.00
02/04/16 JPH DRAFT OPINION LETTER TO CLIENT BASED UPON INVESTIGATION.	6.90	1587.00
02/05/16 KJG REVIEW LEGAL ISSUES AND DISCUSS SAME.	1.90	437.00
02/05/16 JPH DRAFT CONCLUSIONS RELATING TO PERSONNEL REVIEW.	4.20	966.00
02/07/16 KJG REVIEW DRAFT REPORT.	.50	115.00
02/08/16 KJG REVIEW DRAFT REPORT DOCUMENT; TELECONFERENCE REGARDING SAME.	1.20	276.00
02/08/16 JPH DRAFT CONCLUSIONS ON REVIEW; TELEPHONE CONFERENCE WITH COUNTY ADMINISTRATOR REGARDING FACTUAL CIRCUMSTANCES; REVISION OF FINDINGS BASED UPON CONVERSATION.	.70	161.00
02/09/16 KJG REVIEW REVISIONS TO DOCUMENT AND TELECONFERENCE REGARDING SAME.	.70	161.00
02/09/16 JPH ADDRESS ISSUES OF COMPLAINT RESPONSE.	.50	115.00
02/10/16 JPH FINALIZE PREPARATION FOR CLIENT MEETING ON PERSONNEL REVIEW.	1.30	299.00

BROWN COUNTY
 009948-00011

PAGE 2

2/11/16 JPH	PLAN FOR AND ATTEND MEETING TO PRESENT INFORMATION OF PERSONNEL REVIEW.	7.10	1633.00
2/12/16 KJG	TELECONFERENCE REGARDING PERSONNEL ISSUE, BOARD MEETING, AND AGREEMENT.	.50	115.00
2/12/16 JPH	TELEPHONE CONFERENCE WITH CLIENT REGARDING CLIENT PLAN; DRAFT PROPOSED AGREEMENT; EXCHANGE COMMUNICATIONS WITH CLIENT REGARDING PROPOSED AGREEMENT; DEVELOPMENT OF STRATEGY.	4.30	989.00
2/13/16 JPH	REVIEW EMAIL CORRESPONDENCE FROM HUMAN RESOURCES; ANALYZE QUESTIONS FOR RESPONSE TO HUMAN RESOURCES QUERY.	.40	92.00
2/14/16 JPH	RESPOND TO HUMAN RESOURCES QUESTIONS REGARDING PROCESS AND DOCUMENTATION; TELEPHONE CONFERENCE WITH HUMAN RESOURCES ON PROCESS AND DOCUMENTATION.	1.40	322.00
2/15/16 JPH	TELEPHONE CONFERENCE WITH CLIENT REGARDING PROCESS AND PROCEDURE INVOLVING LEGAL ISSUES AND PERSONNEL REVIEW.	.80	184.00
2/16/16 JPH	TELEPHONE CONFERENCES WITH HUMAN RESOURCES REGARDING REVIEW RESOLUTION; ADDRESS RESOLUTION REPORTING.	1.10	253.00
2/22/16 JPH	ANALYZE ISSUES AROUND COMMUNICATION RESPONSE.	.30	69.00
2/23/16 JPH	EXCHANGE EMAIL COMMUNICATIONS WITH HUMAN RESOURCES REGARDING COMMUNICATIONS WITH BOARD; TELEPHONE CONFERENCE WITH HUMAN RESOURCES REGARDING EMPLOYEE ISSUES AND BOARD COMMUNICATIONS.	.70	161.00
2/26/16 JPH	COMMUNICATE WITH CLIENT REGARDING STATUS OF AGREEMENT REVIEW; REVIEW NEW COMMUNICATIONS FROM COUNSEL.	.40	92.00
02/28/16 JPH	EXCHANGE EMAIL CORRESPONDENCE WITH HUMAN RESOURCES REGARDING ADDRESSING NEW STATUS IN COMMUNICATIONS.	.20	46.00
02/29/16 KJG	REVIEW PERSONNEL RECORDS REQUEST; TELECONFERENCE REGARDING SAME.	.60	138.00
02/29/16 JPH	PREPARE FOR AND CONDUCT TELEPHONE CONFERENCE WITH CLIENT.	.60	138.00

BROWN COUNTY
009948-00011

PAGE 3

CURRENT FEES FOR THIS MATTER

\$9,683.00

DISBURSEMENTS

02/15/16 TRAVEL EXPENSES - PARKING WHILE IN BROWN CO. 01/21/16	3.00
02/15/16 TRAVEL EXPENSES - RE: MILEAGE TO/FROM BROWN COUNTY 01/21/16	123.12
02/29/16 TRAVEL EXPENSES - RE: TRAVEL TO/FROM BROWN COUNTY (228 MILES) 02/11/16	123.12
02/29/16 TRAVEL EXPENSES - RE: PARKING COST FOR MEETING 02/18/16	3.00

CURRENT DISBURSEMENTS FOR THIS MATTER

\$252.24

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$9,683.00
CURRENT DISBURSEMENTS FOR THIS MATTER	\$252.24
TOTAL CURRENT CHARGES THIS MATTER	\$9,935.24
BALANCE FORWARD	\$13,247.02
TOTAL AMOUNT DUE FOR THIS MATTER	\$23,182.26

BROWN COUNTY
ATTN: JULIANA RUENZEL
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 211924
INVOICE DATE MARCH 11, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

PERSONNEL MATTERS	
CURRENT FEES THIS MATTER	\$352.00
 CURRENT FEES	 \$352.00
 TOTAL CURRENT CHARGES THIS BILL	 \$352.00
TOTAL AMOUNT DUE	\$352.00

RECEIVED BY
MAR 14 2016
Brown County
Corporation Counsel

BROWN COUNTY
ATTN: JULIANA RUENZEL
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 211924
INVOICE DATE MARCH 11, 2016
TAX ID. 39-1576289
ATTY. JAMES R. KOROM

PERSONNEL MATTERS

MATTER NO. 009948-00001

PROFESSIONAL SERVICES RENDERED THROUGH FEBRUARY 29, 2016

- 2/13/16 ANALYSIS OF SEVERANCE MATERIALS; EMAIL TO
ATTORNEY HALL REGARDING SAME.
- 2/14/16 TELEPHONE CONFERENCE WITH ATTORNEY HALL
REGARDING PROCESS FOR PRESENTATION OF
SETTLEMENT OFFER.
- 2/15/16 CONFERENCE WITH JILL HALL REGARDING ONGOING
EMPLOYMENT MATTER.
- 2/19/16 TELEPHONE CONFERENCE WITH CLIENT REGARDING
EMPLOYEE INVESTIGATION.
- 2/22/16 TELEPHONE CONFERENCE WITH JILL HALL REGARDING
CURRENT STATUS OF EMPLOYEE MATTER.

CURRENT FEES FOR THIS MATTER

\$352.00

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER

\$352.00

TOTAL CURRENT CHARGES THIS MATTER

\$352.00

TOTAL AMOUNT DUE FOR THIS MATTER

\$352.00

RECEIVED BY

MAR 21 2016

Brown County
Corporation Counsel

BROWN COUNTY
ATTN: JULIANA RUENZEL &
KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 212306
INVOICE DATE MARCH 16, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

COLLECTIVE BARGAINING	
CURRENT DISBURSEMENTS THIS MATTER	\$131.10
SICK LEAVE GRIEVANCE	
CURRENT FEES THIS MATTER	\$154.00
GENERAL	
BALANCE FORWARD THIS MATTER	\$5.57
CURRENT FEES THIS MATTER	\$132.00
HEALTH INSURANCE LITIGATION	
CURRENT FEES THIS MATTER	\$1,716.00
CURRENT DISBURSEMENTS THIS MATTER	\$133.25
JOSEPH SEYMOUR RESIGNATION AGREEMENT	
CURRENT FEES THIS MATTER	\$1,738.00
CURRENT FEES	\$3,740.00
CURRENT DISBURSEMENTS	\$264.35
TOTAL CURRENT CHARGES THIS BILL	\$4,004.35
BALANCE FORWARD	\$5.57
TOTAL AMOUNT DUE	\$4,009.92

BROWN COUNTY
ATTN: JULIANA RUENZEL &
KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 212306
INVOICE DATE MARCH 16, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

COLLECTIVE BARGAINING

MATTER NO. 009948-00005

DISBURSEMENTS

2/15/16 TRAVEL EXPENSES - RE: TRAVEL TO/FROM GREEN BAY FOR MEDIATION SESSION 12/30/15	131.10
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CURRENT DISBURSEMENTS FOR THIS MATTER	\$131.10
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BILLING SUMMARY

CURRENT DISBURSEMENTS FOR THIS MATTER	\$131.10
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TOTAL CURRENT CHARGES THIS MATTER	\$131.10
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TOTAL AMOUNT DUE FOR THIS MATTER	\$131.10
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BROWN COUNTY
ATTN: JULIANA RUENZEL &
KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 212306
INVOICE DATE MARCH 16, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

SICK LEAVE GRIEVANCE

MATTER NO. 009948-00007

PROFESSIONAL SERVICES RENDERED THROUGH FEBRUARY 29, 2016

2/12/16 DJB CONFERENCE WITH CORPORATION COUNSEL REGARDING STATUS OF SICK LEAVE GRIEVANCE AND MATERIALS RELATED TO THE SAME; TELEPHONE CONFERENCE WITH UNION COUNSEL REGARDING THE SAME.	.70	154.00
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CURRENT FEES FOR THIS MATTER	\$154.00
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BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$154.00
TOTAL CURRENT CHARGES THIS MATTER	\$154.00
TOTAL AMOUNT DUE FOR THIS MATTER	\$154.00

BROWN COUNTY
ATTN: JULIANA RUENZEL &
KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 212306
INVOICE DATE MARCH 16, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

GENERAL

MATTER NO. 009948-00008

PROFESSIONAL SERVICES RENDERED THROUGH FEBRUARY 29, 2016

2/23/16 DJB CONFER WITH THE BROWN COUNTY HUMAN RESOURCES DEPARTMENT REGARDING CHAPTER 4 ISSUES RAISED BY UNION RELATIVE TO BENEFIT PAYOUTS AS WELL AS OTHER OUTSTANDING LEGAL ISSUES.	.60	132.00
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CURRENT FEES FOR THIS MATTER	\$132.00
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BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$132.00
TOTAL CURRENT CHARGES THIS MATTER	\$132.00
BALANCE FORWARD	\$5.57
TOTAL AMOUNT DUE FOR THIS MATTER	\$137.57

BROWN COUNTY
ATTN: JULIANA RUENZEL &
KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 212306
INVOICE DATE MARCH 16, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

HEALTH INSURANCE LITIGATION

MATTER NO. 009948-00009

PROFESSIONAL SERVICES RENDERED THROUGH FEBRUARY 29, 2016

2/04/16	DJB ANALYSIS AND EVALUATION OF LITIGATION FILE MATERIALS RECEIVED FROM CORPORATION COUNSEL REGARDING HEALTH INSURANCE LITIGATION CLAIMS. WORK ON STRATEGY FOR LITIGATION.	3.10	682.00
2/12/16	DJB PREPARE FOR AND ATTEND STATUS CONFERENCE BEFORE JUDGE HAMMER; CONFER WITH CORPORATION COUNSEL AND HUMAN RESOURCES REGARDING OUTSTANDING ISSUES IN LITIGATION. TRAVEL TO AND FROM BROWN COUNTY FOR THE SAME.	4.70	1034.00

CURRENT FEES FOR THIS MATTER

\$1,716.00

BROWN COUNTY
009948-00009

PAGE 2

DISBURSEMENTS

2/15/16 TRAVEL EXPENSES - RE: TRAVEL TO/FROM GREEN BAY	131.00
12/22/15	
2/15/16 TRAVEL EXPENSES - PARKING IN GREEN BAY	2.25
12/22/15	

CURRENT DISBURSEMENTS FOR THIS MATTER	\$133.25
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BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$1,716.00
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CURRENT DISBURSEMENTS FOR THIS MATTER	\$133.25
---------------------------------------	----------

TOTAL CURRENT CHARGES THIS MATTER	\$1,849.25
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TOTAL AMOUNT DUE FOR THIS MATTER	\$1,849.25
----------------------------------	------------

BROWN COUNTY
ATTN: JULIANA RUENZEL &
KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 212306
INVOICE DATE MARCH 16, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

JOSEPH SEYMOUR RESIGNATION AGREEMENT

MATTER NO. 009948-00012

PROFESSIONAL SERVICES RENDERED THROUGH FEBRUARY 29, 2016

12/23/16	DJB	CONFER WITH CHIEF DEPUTY TODD DELAIN REGARDING DEPUTY SEYMOUR'S PROPOSED TERMS OF RESIGNATION AND THE COUNTY'S STRATEGY FOR RESPONDING TO THE SAME.	.90	198.00
12/25/16	DJB	MULTIPLE TELEPHONE CONFERENCES WITH CHIEF DEPUTY TODD DELAIN REGARDING PROPOSED NEGOTIATED RESIGNATION AGREEMENT WITH DEPUTY SEYMOUR; EDIT, REVISE AND SUPPLEMENT PROPOSED TERMS FOR A RESIGNATION AGREEMENT AND FORWARD THE SAME TO COUNSEL FOR SEYMOUR.	1.40	308.00
12/25/16	CTK	DRAFT EMAIL TO OPPOSING COUNSEL REGARDING TERMS OF RESIGNATION AGREEMENT; DISCUSSED TERMS WITH CHIEF DEPUTY; RELAYED OFFER FROM OPPOSING COUNSEL REGARDING TERMS OF THE AGREEMENT TO CHIEF DEPUTY; INFORMED OPPOSING COUNSEL THAT TERMS WERE FINAL OFFER FROM COUNTY; UPDATED CHIEF DEPUTY OF STATUS OF MATTER.	1.40	308.00
12/26/16	DJB	DRAFT CORRESPONDENCE REGARDING RESIGNATION TERMS TO COUNSEL FOR DEPUTY SEYMOUR; DRAFT FINANCIAL COMPARISON OF SETTLEMENT OFFERS FOR RESIGNATION AGREEMENT; MULTIPLE CONFERENCES WITH CHIEF DEPUTY DELAIN AND COUNSEL FOR DEPUTY SEYMOUR REGARDING RESIGNATION AGREEMENT TERMS.	2.90	638.00
2/29/16	DJB	ANALYSIS AND EVALUATION OF MOST RECENT DRAFT OF RELEASE AND RESIGNATION AGREEMENT RELATED TO JOSEPH SEYMOUR; CONFER WITH CHIEF DEPUTY DELAIN REGARDING THE SAME; MULTIPLE CONFERENCES WITH COUNSEL FOR THE UNION REGARDING THE SAME. REDRAFT AND REVISE DRAFT RELEASE AND RESIGNATION AGREEMENT.	1.30	286.00

BROWN COUNTY
009948-00012

PAGE 2

CURRENT FEES FOR THIS MATTER

\$1,738.00

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER

\$1,738.00

~~TOTAL CURRENT CHARGES THIS MATTER~~

~~\$1,738.00~~

TOTAL AMOUNT DUE FOR THIS MATTER

\$1,738.00

11

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

6f

Meeting Date:

02/17/2016

Agenda No.:

Executive

Motion from the Floor

I make the following motion:

Discussion on the possible uses for the savings
in the reduction of bond payments.

- maintenance
- Promotion of Brown County
- Room Tax Stabilization Fund

Signed:

A handwritten signature in black ink, appearing to be "P. M. E.", written over a horizontal line.

District No.

9

(Please deliver to County Clerk after motion is made for recording into minutes.)

Note: This is a **RFP** 'Draft ONLY Version' of the
Project for Review and Approval.
Project may or may not be published.

Request for Proposal (RFP)

For

Brown County

**Pharmacy Services for Community Treatment
Center (CTC)**

Project # 2052



***Publish Date:* April 27, 2016**

***Response Deadline:* May 18, 2016**

3:00 PM

CST

To:

Brown County Purchasing

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RFP PROJECT DETAILS

1. General

It is the intent of Brown County to contract with a contractor/vendor, hereafter referred to as the "Contractor" to develop Pharmacy Services for the Community Treatment Center. All contractors are responsible for any addendums issued for this project. When an open project is posted on the Onvia website, Addendum notifications will automatically be sent if potential vendors are registered on the Onvia website. No notification will be sent when addendums are published to the Brown County website.

2. RFP Tentative Project Timeline

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of project will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate

	Date	Time (CST)
Standing Committee: Recommended for Approval by Human Services Committee	March 23, 2016	
County Board Approval to Publish RFP	April 20, 2016	
RFP Published	April 27, 2016	
RFP Mandatory Site Visit	No site visit	
RFP Questions Due	May 10, 2016	3:00 PM
RFP Questions & Answers Published	May 12, 2016	3:00 PM
RFP Responses Due from Vendors	May 18, 2015	3:00 PM
Preliminary RFP Review to address potential budget issues	May 23, 2016	3:00 PM
Selection Team Kickoff Meeting	May 25, 2016	
Preliminary Scoring Meeting from proposal review	June 13, 2016	
Reference Checks, if Required by	June 15, 2016	
Consensus Scoring Meeting	June 17, 2016	
Send out Thank You & Intent to Award Letters by	June 20, 2016	
Contract Negotiations / Complete Contract Signing by	July 8, 2016	

3. RFP Mandatory Site Visit: No Site Visit

Site visits are mandatory based on the date & time listed in the Tentative Project Time Line above
Potential Vendors meet:
Site Visit conducted by:
Site Visit contact phone number for questions:

4. RFP Questions Due: May 10, 2016 at 3:00 PM

Questions-All questions related to this project must be in writing and received by the Brown County Purchasing Department, no later than the due date.

- Questions can be delivered via e-mail to: bc_administration_purchasing@co.brown.wi.us
- Questions MUST be clearly marked in the subject line: "Questions for Project # 2052"

5. RFP Questions & Answers Publish Date: May 12, 2016 at 3:00 PM

Answers - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Brown County website at: www.co.brown.wi.us > Departments > Purchasing > Open Projects
- AND on the Demand Star Onvia website at: http://onviacenter.com/content/demandstar_subscriptions

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

6. RFP Due Date & Delivery Address Details: May 18, 2016 at 3:00 PM

Responses are due to Brown County Purchasing no later than the Due Date.

Prospective vendors can submit proposals electronically, hand deliver or by mail via DHL, FedEx, UPS, USPS, etc as outlined below:

Emailed proposal must include the following items:

- Be clearly marked in the subject line with perspective project #2052.
- Include 2 separate electronic files:
 - One file named proposal to include proposal excluding any pricing details.
 - The other file named 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due date and received at the following address:
 - Bc_Administration_Purchasing@co.brown.wi.us
 - A courtesy email response will be generated after receipt of all proposals.
- Email proposals also require that 5 paper copies be sent separately excluding the pricing details that are provided to the scoring team. Ring binders are generally preferred, but comb or wire bound is also acceptable. Proposals can be submitted in a box or envelope, whichever works best. It is neither necessary nor desired to put the required 5 paper copies in their own separate envelope
- Delivery address is provided below:

Hand delivered or mailed proposal must include the following items:

- Be clearly marked with project #2052 on the outside of the sealed envelope in the lower left hand corner.
- Be in 2 separate Sealed envelopes as follows:
 - One envelope or box to include proposal excluding pricing details.
 - The other envelope labeled 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*. Envelope can be included in either the box or envelope used to send the proposals (does not need to be sent separately).
- Along with the proposal include a CD or flash drive copy to include 2 files as follows:
 - One file named proposal to include proposal excluding pricing details.
 - The other file named 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due date and received at the following address:

**Delivery Address for DHL, FedEx, Hand
Delivery, UPS, etc.**

**Brown County Clerk
Project 2052
305 E. Walnut St. Room 120
Green Bay, WI 54305-3600**

**Delivery Address for DHL, FedEx, Hand
Delivery, Mail, UPS, USPS, etc.**

**Brown County Purchasing
Project 2052
305 E. Walnut St. 5th Floor
Green Bay, WI 54305-3600**

Note: It shall be the responsibility of the sender to ensure proposals arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. Please make sure the outside package is clearly labeled with the project number and description of the project when mailing proposals via a 3rd party delivery service. This ensures the proposal can be applied to the appropriate project.

7. RFP Format & Submission Requirement

Any deviation from these requirements may result in the document submission to be considered non-responsive, thus eliminating the vendor from consideration. The document submission shall include the following attachments:

- **RFP SCOPE OF WORK & SPECIFICATIONS (Attachment A)** - Provide specific procedures and explanations to each requirement in your document submission.
- **RFP COST SHEET (Attachment C)** - Provide attachment listing your price with your document submission in a separate sealed envelope or separate file if submitted via email.
- **RFP REFERENCE DATA SHEET (Attachment D)** – Provide attachment with three (3) to five (5) references with your document submission.
- **RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION (Attachment E)** – Provide attachment if any of part of your proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. Prices always become public information when quotes/bids/proposals are opened, and therefore cannot be kept confidential.
- **RFP ADDENDUM(S) ACKNOWLEDGEMENT (Attachment F)** - If Addendum(s) exist for this project, please sign and date the attachment and provide with your document submission.

8. Performance or Applicable Payment Bonds

Bonds are not required for this project.

9. RFP Method of Payment

One of two methods:

1. **For Projects That Are To Be Completed Within 60 Days:** Payment is net 30 days from completion and approval of project.
2. **For All Other Projects:** Partial payment may be made. The retainage shall be an amount equal to not more than 5% of the cost until 50% of the work has been completed. At 50% completion, no additional amounts shall be retained and partial payments shall be made in full to the contractor unless the architect or engineer certifies that the job is not proceeding satisfactorily. At 50% completion or any time thereafter when the progress of the work is not satisfactory, additional amounts may be retained but in no event shall the total retainage be more than 10% of the value of the work completed. Upon substantial completion of the work, an amount retained may be paid to the contractor.

Payment Terms: Payments may apply as noted in Wisconsin Statute 66.0135. If milestone payments are appropriate they will be defined in the contract. Vendors are strongly encouraged to accept P-Card payments.

10. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject RFBs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

11. "Piggyback" Clause

Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

12. Other

1. **Cancelled Project Records:** Brown County reserves the right to not disclose records of cancelled project to ensure open and fair competition of future solicitations.
2. **Laws:** All services shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements and Standards.
3. **License:** Vendors performing work are required to have a Contractor's License for the state for which the work is to be done. All applicable Licenses for any contractors must be current on the day of Contract execution and throughout the length of the project.
4. **Project Manager:** Vendor shall provide a Project Manager who will act as a single point of contact for Brown County.
5. **Rejection of Document Submission:** Brown County reserves the right to accept or reject any or all submissions and to waive any informality in the document.
6. **Taxes:** Brown County and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.

13. RFP Attachments

- A. **RFP Scope of Work, Specifications / Drawings:** Contractor must adhere to specifications/drawings for this project.
- B. **RFP Scoring**
- C. **RFP Cost Sheet**
- D. **RFP Reference Data Sheet**
- E. **RFP Designation of Confidential & Proprietary Information**
- F. **RFP Addendum(s) Acknowledgement:** Brown County reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Contractor and the County.
- G. **RFP Appeals**
- H. **Contract Insurance Requirements**
- I. **Professional Contract for Service TEMPLATE:** Contractors submitting documents must review the Professional Contract for Service TEMPLATE. Sections that may be of concern must be identified and an explanation for the objection must be provided with the Vendor document submission. If no objections are raised it shall be expected that the contractor agrees to the terms and conditions as stated.

ATTACHMENT A: RFP SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS

(Potential vendors are expected to perform the following service in order to submit documents and to be awarded a contract.) Please provide specific procedures and explanations to each requirement in your submitted documents.

Brown County Community Treatment Center seeks to obtain Pharmaceutical services for inpatient, outpatient and long term care. Proposals shall address each of the following requirements described below by giving specific procedures and explanations to each requirement.

- a. Provide only approved drugs and supplies in compliance with applicable local, state and federal laws and regulations for patients of the Brown County Community Treatment Center.
- b. Render all services in accordance with applicable requirements of local, state and federal laws and regulations, community standards of practice and the Pharmacy's Policies and Procedures manual. Service to include reviewing records for receipt and disposition of controlled drugs along with maintenance of records. Be able to provide the Pharmacy's Policies and Procedures manual to the Brown County Community Treatment Center.
- c. Label all medications in accordance with local, state and federal laws, rules and regulations including the appropriate accessory and cautionary instructions as well as expiration date.
- d. Currently the facility operates under for 4 licenses (Hospital 124, Nursing Facility 132, CBRF 83 and Outpatient Clinic 35); address the pharmacy needs of each license. Provide medication in unit dose packaging for the license that require.
- e. Provide Automated Dispensing Machine.
- f. Provide Tube feeding, IV, and TPN supplies and pump
- g. Provide electronic ordering and fulfillment notification compatible with our Point Click Care and Netsmart Avatar Electronic Medical Record systems. With this be compatible with e-prescribing and electronic controlled substance ordering. This EMR package requires an electronic communication system using the Health Level Seven (HL7) Interface standard Version 2.3.1; this system is specifically incompatible with HL7.

IMPORTANT: Any pharmacy or third-party electronic interface package that employs an HL7 standard HIGHER than Version 2.3.1 will need to specifically state how they will handle the analysis, modification, testing, and associated costs needed to provide a workable HL7 Interface .

KNOWN INCOMPATIBLE HL7 INTERFACE SOFTWARE PACKAGES

Softwriters FrameworksLTC

KNOWN COMPATIBLE HL7 INTERFACE PACKAGES

Mediware

RxConnect (Netsmart Product)

Keystone-Rescot

Cerner

Prodigy

QuadraMedMetaPharmacy

Lifecare

MicroMerchant

QS1WinPharm

GE-Centricity

- h. Provide the county with examples medication prices for the past 3 months that relate to the license areas.
- i. Provide ability to bill some client's medications directly from the pharmacy (as opposed to all medication billing going directly to the Brown County Community Treatment Center.
- j. Maintain drug profiles on each patient and provide all requested information relating to drugs, and supplies furnished by the pharmacy.

- k. Provide drug information and consultation to the facilities licensed professional staff regarding drugs that are ordered, include prospective drug reviews, concurrent drug reviews and clinical compliance support services.
- l. Provide, maintain and replenish, in a prompt and timely manner, an emergency drug supply as approved by the facility. Close coordination with facility physicians will be required to develop this.
- m. Provide a contingency supply for the different license area; this requires working with the medical and clinical director in developing this supply. Explain contingency inventory and how it is handled. With the contingency supply have monthly audits performed by pharmacy staff and reports that go to the DON.
- n. Provide a formulary for the different license area that require.
- o. Ensure that a Pharmacy representative is available to meet with facility personnel on both a scheduled and as needed basis.
- p. Address the equipment that would be provided by the Pharmacy and the cost of each item. This should include (but not be limited to) secure medication carts for our nursing home.
- q. Offer buy-back arrangements for existing drug supplies and equipment.
- r. Availability to conduct in-service education when requested by the facility.
- s. Explain procedures for issuing Psych medications for outpatient clients. Include blood drawing if required. Explain proximity of location to facility. For outpatient services does pharmacy offer County Medication Program.
- t. Outline delivery procedures including how often, what times, order cut-off times, etc. Outline process for after hour delivery, holidays, weekends and during emergency or bad weather, and stat deliveries. Outline normal order turnaround time and stat turnaround time.
- u. Address discharge and pass-meds.
- v. Address Physician order sheets and medication administration records. This includes psychotropic medication reports, medication reductions, and resident consents and medications interactions. How often will they be provided (weekly, bi-weekly, monthly)
- w. Explain accountability procedures.
- x. Describe billing procedures and payment terms.
- y. Provide samples of data/billing summaries that you will provide.
- z. Meet all specifications/requirements listed within this RFP.

Prescription Volume Report

Facility	New Prescriptions	Refill Prescriptions
Long Term Care	10-12 per day	520 per day utilized
Out Patient	20-30 per week	80 – 100 Scripts/week
Hospital	25 scripts per day	120 per day utilized
CBRF	10 scripts per day	25 per day Utilized

ATTACHMENT B: RFP SCORING

(This attachment is provided for your information only. There is no need to sign or mail it back.)

Responses to this project will be evaluated according to the following:

1. Evaluation Process

The following steps will be observed in the evaluation of the potential vendor document submission:

- Brown County will establish a project scoring team.
- The vendor submission will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements or being over-budget will result in the submission being eliminated from consideration.
- The project scoring team will review all submitted documents received and score in accordance with the predefined scoring methodology.
- Composite scores will be developed summarizing the individual scoring efforts of each selection team member.
- References, oral presentations and/or interviews are optional and determined if required by the scoring team.
- Vendors will be ranked by composite score with the highest score determining vendor award.

2. Scoring Methodology

The following is a summary of the project evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor document submission. Points will be awarded on the basis of the following factors:

Scoring Criteria	Points
1. Automated Dispensing System	25
2. Delivery	10
3. Accountability Documentation	10
4. Interfaces with EMR	20
5. Other Applicable Information	25
6. References (Attachment D)	5
7. Pricing	5
Total	100

**Pricing is not shared with the scoring team until after they have submitted their scores to prevent influencing their ability to score the other criteria's.*

3. Scoring Criteria

The evaluation factors to be used in project scoring are described below:

1. **Automated Dispensing System:** Proposals will be evaluated on the ability to deliver an automated dispensing machine to the facility and monitor as well as train staff on its use.
2. **Delivery:** Proposals will be evaluated on submitted delivery schedule, order cut-off times and ability to handle unique requirements.
3. **Accountability Documentation:** Proposals will be evaluated on procedures to address accountability of orders and billing.
4. **Interface with EMR:** Proposals will be evaluated on how well pharmacy interfaces with EMR systems and the ability to e-prescribe including controlled substances
5. **Other Applicable Information:** Proposals will be evaluated and scored on any other content of the RFP that is not identified in other scored areas.
6. **References:** Proposals will be evaluated on feedback received from references. Proposer is to provide 3 references using the provided attachment D.
7. **Pricing:** Proposals will be evaluated on pricing strategy and provided price schedules. Proposals are scored using a formula with the lowest price submitted that is divided by the price of each prospective vendor times the established point value times the weight factor percentage.

ATTACHMENT C: RFP COST SHEET*(Use of this form is required when submitting your documents; do not submit copy of project details with your submission)***Vendor Information**

COMPANY PHYSICAL LOCATION INFORMATION					
Legal Name:					
Address:					
City:		State:		Zip:	
Phone:		Fax:			
Federal ID #:		Website:			
COMPANY REMIT INFORMATION (where to send invoice, if different than above)					
Billing Name:					
<i>Name to print on check, if different than above</i>					
Address:					
City:		State:		Zip:	
Accounts Payable Contact:		Phone:			
Accounts Payable Email:		Payment Terms:			
CONTACT INFORMATION / SALES REPRESENTATIVE RESPONSIBLE FOR SETTING UP PRESENTATIONS, DEMONSTRATIONS AND/OR INTERVIEWS					
Sales Rep Name:			Sales Rep Title:		
Sales Rep Phone Number:			Sales Rep Email:		
CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Primary Name:			Title:		
Email:					
CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Secondary Name:			Title:		
Email:					
CONTACT INFORMATION / PROJECT MANAGER					
Project Manager Name:			Title:		
Address:			City:		
City:			State:		
Phone:			ZIP:		
Email:			Fax:		

CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT			
Contract Signer Name:		Title:	
Address:		City:	
City:		State:	
Phone:		ZIP:	
Email:		Fax:	

Does your Company accept MasterCard Credit Card for payment? YES NO (Circle one)

Comments:	
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Does your Company accept the Brown County Standard Contract? YES NO (Circle one)

Comments:	
-----------	--

RFP Pricing

Pricing Strategy Overview:

Rates for Brand Names Drugs	\$ _____
Rates for Generic Drugs	\$ _____
Non-covered OTC Drugs	\$ _____
Consultant Pharmacist Fees	\$ _____

Itemized Description for other applicable Fees & Costs

Itemized Description	Unit of measure	Fees/Costs
		\$
		\$
		\$
		\$
		\$
		\$

**Pricing to be inclusive of any other expenses, including shipping.*

**All pricing is to be inclusive of all costs including travel and meals.*

ATTACHMENT D: RFP REFERENCE DATA SHEET

Provide a list of at least three and not greater than five clients that you have recently or are currently providing services for with at least two clients in the public sector and one client from a project that didn't go so well. Please verify that your contact person listed is accurate and still employed with the company.

Reference #1	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #2	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #3	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #4	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #5	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State

ATTACHMENT E: RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION

(Use of this form is required when submitting proposal)

The attached material submitted in response to this project includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential. Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released:

Section

Page #

Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO **PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.**

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Printed Name: _____

Signature: _____

Date: _____

ATTACHMENT F: RFP ADDENDUM(S) ACKNOWLEDGEMENT

(If Addendums exist for this project, please sign and date and send with your bid)

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

Additional Addenda should be written here:

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County. Attached is my list of subcontractors along with their respective trades-if applicable.

The Undersigned agrees to the above statement:

Company Name:

Printed Name:

Signature:

Date:

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are published unless there is an addendum within three business days of RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified by Brown County of all addendums issued within 3 business days prior to due date. If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

ATTACHMENT G: RFP APPEALS

(This appeals attachment is for your information only, there is no need to sign or mail it back.)

To: Vendors

RE: Brown County Appeals Process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on a RFB, RFP or RFQ

Appeals may be submitted for the following purchases:

1. the item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
2. the item price or proceeds is \$5000 or more or the total order is \$10,000 or more, and
3. vendor selection was based on factual errors, or
4. the lowest price or highest proceeds vendor was not selected for RFQ or RFB, or
5. failure by the County or its agents to adhere to the County's policies and procedures or other legal requirements

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 3 business days from the receipt of the rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee shall be final. Appeals Committee consists of three people: The Chairman of both the Executive and Administration Committees and the Internal Auditor.

Submit To:

Brown County Internal Auditor
305 E. Walnut St. Rm 102
PO Box 23600
Green Bay, WI 54305-3600

ATTACHMENT H: CONTRACT INSURANCE REQUIREMENTS

*(Potential vendors are required to meet the following insurance requirements in order to be awarded a contract.
There is no need to sign or mail it back.)*

Awarded vendor is required to provide a certificate of insurance within three (3) business days of receiving the 'Intent to Award' notice. Certificates are required to be valid and provided annually to Brown County Administration, 305 E. Walnut Street, Green Bay, WI 54301 or EM at BC_administration_purchasing@co.brown.wi.us throughout the contract term.

1. Hold Harmless

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

2. Insurance Requirements

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

Comprehensive General Liability (Occurrence Form)

Products and Completed Operations	
Personal Injury and Advertising Liability	
Independent Contractors / Protective	
Limits of Insurance	\$1,000,000 per occurrence
	\$1,000,000 aggregate

Business Automobile Liability : Covering all owned, hired, and non-owned vehicles

Limits of Insurance	\$1,000,000 per occurrence for bodily injury and property damage
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Excess / Umbrella Liability

Limits of Insurance	\$1,000,000 per occurrence
---------------------	----------------------------

Worker's Compensation Insurance and Employers Liability

State Statutory Workers' Compensation Limits	
Employer Liability	\$100,000 each accident

Professional Liability

Limits of Insurance	\$1,000,000 per occurrence
	\$2,000,000 aggregate

3. **Additional Insured**

The Outside Contractor agrees that all liability policies other than professional liability shall name Brown County as additional insured with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor; products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

4. **Adjustment to Insurance Coverage**

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at some time after the initial term of the contract, the County shall give notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

5. **Subcontractor**

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

6. **Waiver of Subrogation**

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

7. **Certificate of Insurance**

The Certificate of Insurance must include:

1. **Additional Insured:** Named as Brown County
2. **Cancellation:** Shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County to include non-renewal, or material change in coverage.
3. **Project Information:** Shall include reference to the contract name and / or RFB number in the description section of the certificate.
4. **Receipt of Certificate:** A valid Certificate shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions.
5. **Signature(s):** Shall be issued by companies licensed to do business in the State of Wisconsin or signed by an agent of the State of Wisconsin. Certificates must also bear the signature of the insurer's authorized representative.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract, to the below listed department and address.

Brown County Department of Administration
305 E Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

8. **Questions**

If any of the insurance requirements cannot be met, please contact the Brown County Risk Manager at (920) 448-6298 to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

ATTACHMENT I: PROFESSIONAL CONTRACT FOR SERVICE TEMPLATE

(This document is provided as a template to potential vendors as a requirement that this document is to be used to contract with the awarded vendor. There is no need to sign or mail it back at this time.)



BROWN COUNTY PROFESSIONAL STANDARD CONTRACT

Scope of Services is attached to this contract.

Project #:	2052
Service Description:	Pharmacy Services for Community Treatment Center (CTC)
Time of Performance:	Completion by Date:
Total Amount of Contract:	Maximum Compensation not to Exceed: \$00

Please mail all invoices to the below address and reference Project number and/or Purchase Order number:

**Performance, schedules and invoices will be
approved by the following Brown County
Contact:**

Brown County Department: Human Services

Address:

City, State Zip:

Phone:

Email:

This Brown County Professional Services Standard Contract ("Contract") is made and entered into on this day of , 20 by and between (the "CONTRACTOR"), and Brown County, a body corporate organized under the Laws of Wisconsin (the "COUNTY") (Collectively referred to as the "parties" or in the singular as the "party").

WITNESSETH:

WHEREAS, the COUNTY, a governmental entity organized and existing as a body corporate pursuant to Wis. Stat. § 59.01, is in the business of providing certain governmental services to the COUNTY and its citizens;

WHEREAS, the CONTRACTOR, is in the business of providing said services and has made express and implied representations to the COUNTY of being capable, experienced and qualified to undertake and personally perform those services as are required in fulfilling all obligations under the terms and conditions of this Contract; and

WHEREAS, relying upon the CONTRACTOR'S above-referenced express and implied representations, the COUNTY now desires to engage and the CONTRACTOR now desires to be engaged as an independent contractor and not as an employee of the COUNTY to perform said services, all in accordance with the terms and conditions of this Contract.

Work shall commence in accordance with the terms and conditions of this Contract after the CONTRACTOR has executed the Contract, and either: (a) has been notified in writing to commence the Performance of Services; or (b) has received from the COUNTY an original of the Contract that is complete and fully executed.

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the COUNTY and the CONTRACTOR agree as follows:

1. **REQUIREMENTS:** The CONTRACTOR hereby agrees to be retained by the COUNTY and the COUNTY hereby agrees to retain the CONTRACTOR to perform the services in accordance with the terms and conditions of this Contract, which includes, but is not limited to:
 - A. that the CONTRACTOR is required to do, perform, and carry out in a satisfactory, timely, and proper manner the services delineated in this Contract;
 - B. that the CONTRACTOR is required to comply with requirements listed with respect to reporting on progress of the services, additional approvals required, and other matters relating to the performance of the services under this Contract; and
 - C. that the CONTRACTOR is required to comply with time schedules and payment terms.
2. **SCOPE OF SERVICES:** The CONTRACTOR and its subcontractors, to the same extent as the CONTRACTOR, agree to fulfill its obligations described in the Project Detail Scope of Work, Specifications / Drawings (hereinafter referred to as the "Project"), as well as the addenda attached thereto, copies of both which are attached hereto and incorporated herein by reference.

The total amount of the Contract includes all services, deliverables, and reimbursable expenses as included in attachments. Additional reimbursable fees will not be accepted.

3. **SPECIFIC CONDITIONS OF PAYMENT:** Payment to be due and owed following completion and acceptance of the Project by the COUNTY. Payment will be made within thirty (30) days after receipt of a properly documented invoice, the manner of which is more fully set forth below under "Payment Schedule", but only if completion is deemed satisfactory by the COUNTY.

Payment Terms:	Net 30
Check Payable To:	
Invoice Mailing Address:	
City, State Zip	
Invoice Email Address:	
Invoice Phone Number:	
Federal Tax ID#:	

4. **REPORTS:**
 - A. The CONTRACTOR agrees to timely submission of reports as may be required by the COUNTY in its sole discretion.
 - B. All reports, studies, analyses, memoranda and related data and material developed during the performance of this Contract shall be submitted to and be the exclusive property of the COUNTY and the COUNTY shall have the right to use them for any purpose without any further compensation to the CONTRACTOR. All of the documents and materials prepared or assembled by the CONTRACTOR under this Contract will not be made available to any individual, agency, public body or organization other than the COUNTY unless legally required otherwise, at which point the CONTRACTOR is obligated to notify the COUNTY of the same in advance thereof.
 - C. The documents and materials prepared in whole or in part under this Contract shall not be made the subject of any report, book, writing or oral dissertation by the CONTRACTOR. If this Contract is terminated, all finished or unfinished

documents or materials prepared under this Contract shall be immediately transmitted to the COUNTY upon termination.

- 5. TIME OF PERFORMANCE:** The services to be performed under this Contract are to be undertaken and completed in such sequence as to assure expeditious completion in light of the purpose of this Contract, but in any event all of the services required hereunder shall be completed in a timely fashion and as indicated on the top of Page 1 of this Contract under "Time of Performance," which is the termination date of this Contract. In addition to all other remedies available to the COUNTY, should the Contract not be completed by the date specified herein, the CONTRACTOR shall continue to be obligated thereafter to fulfill CONTRACTOR'S responsibility to complete the services and to execute any amendments to this Contract as deemed necessary by the COUNTY.
- 6. CONDITIONS OF PERFORMANCE AND COMPENSATION:**
- A. Performance** - The CONTRACTOR agrees that its work shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services.
 - B. Place of Performance** - The COUNTY shall determine the place or places where services shall be provided by the CONTRACTOR.
 - C. Compensation** - The COUNTY agrees to pay, subject to the contingencies herein, and the CONTRACTOR agrees to accept for the satisfactory performance of the services under this Contract, the maximum as indicated on the top of Page 1 of this Contract under "Total Amount of Contract," inclusive of all expenses. In no event will the total compensation exceed the maximum amount indicated on the top of Page 1 of this Contract. Compensation for services provided under this Contract is contingent upon the approval process set forth in Section 3 "Specific Conditions of Payment" of this Contract under "Specific Conditions of Payment." Section 66.0135, Wis. Stats., will apply to any late payments by the COUNTY, except as provided for by Section 21 "Force Majeure" of this Contract.
 - D. Taxes, Social Security and Government Reporting** - Personal income tax payments, social security contributions and all other governmental reporting, taxes and contributions as a consequence of the CONTRACTOR receiving payment under this Contract shall be the sole responsibility of the CONTRACTOR.
 - E. Subcontracting** - The CONTRACTOR shall not subcontract for the performance of any of the services set forth herein without prior written approval obtained from the COUNTY. If any work or service is subcontracted, it shall be specified by written contract or agreement and shall be subject to, and controlled by, each provision of this Contract. The CONTRACTOR shall be as fully responsible to the COUNTY for the acts and omissions of its subcontractors and/or persons either directly or indirectly employed by it, as he is for the acts and omissions of persons directly employed by CONTRACTOR.
- 7. INDEMNIFICATION AND DEFENSE OF SUITS:** The CONTRACTOR agrees to release, indemnify, defend, and hold harmless the COUNTY, its officials, officers, employees, agents and assigns from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by CONTRACTOR, its officers, officials, employees, agents or assigns. The COUNTY does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.
- 8. REGULATIONS:** CONTRACTOR agrees to comply with all of the requirements of all federal, state and local laws related thereto.
- 9. SAFETY REQUIREMENTS:** All material, equipment and supplies used or provided to the COUNTY must comply with all safety requirements as set forth by the federal, state and local laws, including but not limited to, the Wisconsin Administration Code, Rules of the Industrial Commission on Safety and all applicable OSHA standards.
- 10. VENUE AND APPLICABLE LAW:** Any lawsuits related to or arising out of disputes under this Contract shall be commenced and tried in the Circuit Court of Brown County, Wisconsin and the COUNTY and CONTRACTOR shall submit to the jurisdiction of the Circuit Court for such lawsuits. In all respects, this Contract and any disputes arising under it shall be governed by the laws of the State of Wisconsin.

11. TERMINATION OF CONTRACT FOR CAUSE: If through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the CONTRACTOR violates the covenants, agreements or stipulations of this Contract, the COUNTY shall have the right to terminate this Contract by giving written notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of such termination. The written notice shall be provided to the CONTRACTOR at least five (5) days before the effective date of such termination. The COUNTY, in its sole discretion, may allow the CONTRACTOR a reasonable amount of time to cure a breach of the terms of this Contract, if the COUNTY determines that the breach is amenable to a cure. The COUNTY shall not unreasonably withhold such permission. The COUNTY'S decision to allow the CONTRACTOR a reasonable amount of time to cure said breach in one instance does not constitute a waiver of a subsequent breach of the same or any other term of this Contract, nor shall it be deemed to waive the need for further consent or approval from the COUNTY to cure any subsequent breaches, regardless of their nature.

This contract may be terminated by either party for no reason by giving twenty (20) days written notice to the other party of said termination.

In the event that this Contract is terminated for any reason by either party, all finished and unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the CONTRACTOR under this Contract shall, at the option of the COUNTY, become the property of the COUNTY.

Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the COUNTY for damages sustained by the COUNTY by virtue of any breach of this Contract by the CONTRACTOR, and the COUNTY may withhold any payments due the CONTRACTOR for the purpose of set off until such time as the exact amount of damages due to the COUNTY from the CONTRACTOR shall be determined and recovered.

12. CHANGES: All changes that are mutually agreed upon by and between the COUNTY and the CONTRACTOR, including any increase or decrease in the amount of the CONTRACTOR'S compensation, shall be in writing and designated as written amendments to be attached to this Contract.

13. WAIVER: No provision of this Contract may be waived, unless the waiver is made in writing and is signed by a duly authorized representative of each party. One or more waivers by any party of any term of this Contract will not be construed as a waiver of a subsequent breach of the same or any other term hereof. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent act by such party.

14. PERSONNEL:

A. The CONTRACTOR represents that it has or will secure, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall under no circumstances be deemed employees of or have any contractual relationship with the COUNTY.

B. All of the services required hereunder will be performed by the CONTRACTOR or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

15. ASSIGNMENT: The CONTRACTOR shall not assign or transfer this Contract and shall not transfer any interest in it without the prior written consent of the COUNTY. Claims for money due or to become due to the CONTRACTOR from the COUNTY under this Contract may be assigned to a bank, trust company or other financial institution without COUNTY approval; however, notices of any such assignment or transfer shall be furnished promptly to the COUNTY.

A. Records: Establishment and Maintenance of Records - Records shall be maintained by the CONTRACTOR with respect to all matters covered by this Contract. The records shall be maintained for a period of three (3) years after receipt of final payment under this Contract, except as otherwise authorized or required by law. CONTRACTOR will notify COUNTY prior to destroying document(s) and offer the right of refusal.

B. Documentation of Cost - All costs of the CONTRACTOR shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to this Contract, shall be clearly identified, readily accessible and shall be retained in accordance with the laws of the State of Wisconsin.

16. AUDITS AND INSPECTIONS: In the event that the COUNTY deems it necessary to conduct an audit or inspection, the CONTRACTOR shall, during normal business hours, furnish or make available at a time designated by the COUNTY and in the form required by the COUNTY, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other records, reports or information in the CONTRACTOR'S custody or control as deemed pertinent by the COUNTY to this Contract.

The CONTRACTOR shall provide to the COUNTY'S inspectors or auditors access to all property, equipment and facilities in the CONTRACTOR'S custody or control as the inspectors or auditors deem related to the services provided or purchased under this Contract. The CONTRACTOR shall be expected to provide, at the CONTRACTOR'S expense, reasonable time by the CONTRACTOR'S personnel as may be required for the COUNTY'S inspectors or auditors to perform the inspection or audit.

Any information provided to the COUNTY'S inspectors or auditors which is deemed confidential by federal, state or local laws shall be held as confidential and not disclosed to the public unless legally required otherwise.

17. NON-DISCLOSURE: For the purposes of this Contract, the parties agree to the following definitions.

Disclosure - The term "Disclosure" shall refer to the party or parties in a position to disclose to the other certain Sensitive and/or Confidential Information which is or must remain the property of the disclosing party.

Recipient - The term "Recipient" shall refer to the party or parties in a position to receive certain Sensitive and/or Confidential Information from the disclosing party that is not to be disclosed or used in violation hereof.

Sensitive and/or Confidential Information - The term "Confidential Information" as used herein means: (1) any Trade Secret or Discloser as defined in the Uniform Trade Secrets Act, Sec. 134.90, Wis. Stats. or any other applicable state or federal trade secrets law; and (2) any non-public information, documentation, and/or devices disclosed or made available by Discloser to Recipient in any form including, but not limited to, all data or know-how either created by Discloser or for Discloser, any information conveyed to Discloser by a third party to which Discloser is bound by a confidentiality agreement not to disclose, the whole or any portion of any technical, scientific, laboratory, experimental or research data, research and development information, information concerning equipment, designs, processes, procedures, formulae, recipes, improvements, customer lists, records, or engineering drawings, documentation and information about products, sales information, formulae, recipes, manufacturing techniques, processes, design of software or hardware, applications or systems, used or developed by Discloser, source codes, other information relating to computer programming, and any information used for the conduct of Discloser's business including, but not limited to, plans, programs, marketing, advertising, sales strategies, policies, costs, pricing, and other financial information.

Sensitive and/or Confidential Information shall also include but shall not be limited to:

- Confidential Information (business or personal) including copyrighted, trademarked or patented information;
- Electronic protected health information (ePHI) protected by Federal HIPAA legislation;
- Intellectual Property (IP);
- Credit card data regulated by the Payment Card Industry (PCI);
- Personal Identity Information (PII);
- Information relating to an ongoing criminal investigation;
- Court-ordered settlement agreements requiring non-disclosure;
- Information specifically identified by this Contract as restricted;
- Other information for which the degree of adverse effect that may result from unauthorized access or disclosure is high; whether in writing or not, which the Discloser discloses to Recipient, including, but not limited to, any information relating to the policies, procedures and administration of the Discloser, its affiliates' or customers' ongoing operations, and personnel. It is the intention of the parties in defining Sensitive and/or Confidential Information that any and all information which in any way relates to Discloser's operations, no matter what the nature thereof, which was disclosed by Discloser or which is developed by either party as part of their services in carrying out the Contract performance reference herein shall be and remain confidential pursuant to this Contract. This includes but is not limited to:
 - Applications for services
 - Account numbers or balances
 - Payment histories
 - Identity of customers

- Social Security numbers
- Credit reports or histories
- Any other financial information regarding Brown County or its customers
- The terms of this Contract
- HIPAA-related information

Sensitive and/or Confidential Information for purposes of this Contract does not include information that:

- Can be demonstrated to have been published or was otherwise in the public domain before disclosure by Discloser to Recipient;
- Can be demonstrated that, after its disclosure by Discloser to Recipient, is published, or otherwise comes into the public domain through no act or omission by Recipient, by a third party who has a legal right to do so;
- Recipient receives or has received from a third party who as a legal right to disclose it;
- Recipient has in written or physical embodiment form prior to disclosure by Discloser;
- Is independently developed by Recipient without reference to or reliance on Discloser's Sensitive and/or Confidential Information as evidenced by credible written evidence; and
- Becomes subject to the open records mandates of both federal and state law, including but not limited to, Wis. Stats. §§ 19.31 – 19.37.

A. Acknowledgment of Confidential Relationship - The COUNTY is required to ensure the confidentiality of any Sensitive and/or Confidential Information that the CONTRACTOR may have access to or become privy to under the state and federal laws including, but not limited to, HIPAA and the Wisconsin Privacy of Consumer Financial and Health Information, Wis. Administrative Code Ch. INS 25. The CONTRACTOR hereby acknowledges and agrees that any Sensitive and/or Confidential Information disclosed to it by the COUNTY is for the limited purpose of providing services and the CONTRACTOR will maintain the Confidential Information in confidence, and a confidential relationship will arise between the CONTRACTOR and the COUNTY by reason of such submission and/or disclosure. The CONTRACTOR further acknowledges and agrees that the Sensitive and/or Confidential Information of the COUNTY is proprietary to the COUNTY and that any unauthorized disclosure or unauthorized use as more fully set forth herein will cause harm and/or loss to the COUNTY.

B. Use and Disclosure of Sensitive and/or Confidential Information - The CONTRACTOR agrees neither to copy, sell, transfer, publish, disclose, display or otherwise use for its own benefit, nor to disclose to third parties, any Sensitive and/or Confidential Information whether from observation, from any materials submitted or from disclosures by the COUNTY hereunder. The CONTRACTOR further agrees neither to make nor retain any copies of nor directly or indirectly use any process or other proprietary information disclosed to it or any process deceptively similar thereto without the COUNTY'S prior written approval, which the COUNTY may withhold in its sole discretion. In no event shall either party use Sensitive and/or Confidential Information in a way, which violates local, state or federal laws. The duty to protect Sensitive and/or Confidential Information shall survive the termination of this Contract and shall be subject to the open records provisions of both state and federal law.

The CONTRACTOR shall instruct its employees, agents and contractors of their obligations under this Contract and instruct them to use the same care and discretion with respect to the Sensitive and/or Confidential Information as the CONTRACTOR is obligated to use and to not circumvent any security procedures or devices with respect to Sensitive and/or Confidential Information.

C. Title remains with the COUNTY - All innovations, inventions, devices, processes and/or formulas developed by the CONTRACTOR for the COUNTY shall be deemed to be the sole property of the COUNTY. The CONTRACTOR agrees to disclose in writing to the COUNTY any and all formulas, ingredient specifications and descriptions, processing methods, items, ideas or concepts which are directly related to work performed by the CONTRACTOR on behalf of the COUNTY which constitute innovations or inventions developed by the CONTRACTOR either solely or jointly in connection with work performed by the CONTRACTOR at the request of or under any assignment by the COUNTY. The CONTRACTOR also agrees to assign to the COUNTY any and all interest it may have in such inventions or innovations.

D. Indemnification by the CONTRACTOR - The CONTRACTOR agrees to take precautions to avoid wrongful disclosures or use of Confidential Information and will defend, hold harmless and indemnify the COUNTY, its officers, employees, agents and assigns from all losses, liabilities, expenses, claims, actions, damages, suits, fines and costs including reasonable attorney's fees or liability arising from or in connection with such unauthorized use or disclosure. In addition, the CONTRACTOR acknowledges that in the event of a breach or threatened breach of this Contract, irreparable damage will immediately occur to the COUNTY and CONTRACTOR will defend and indemnify the COUNTY,

its officers, employees, agents and assigns from all losses, liabilities, claims, actions, damages, suits, fines, costs and expenses, including reasonable attorney's fees, incurred by the COUNTY as a result thereof.

- E. Duty of Inquire** - If either party has a question concerning whether information qualifies as Sensitive and/or Confidential Information under this Contract, each shall have a duty to inquire whether the information is deemed sensitive and/or confidential before taking any action contrary to this Contract.

For COUNTY inquire to:

County Department:	Corporation Counsel
Contact Name:	Juliana Ruenzel
Mailing Address:	305 E Walnut Street, PO Box 23600
City, State Zip:	Green Bay, WI 54305-3600
Email:	Ruenzel_jm@co.brown.wi.us
Phone:	(920) 448-4006

For CONTRACTOR inquire to:

Contractor:	
Contact Name:	
Mailing Address:	
City, State Zip:	
Email:	
Phone:	

- F. Duty to Safeguard** - Each party shall take all reasonable steps to safeguard any and all Sensitive and/or Confidential Information in their possession. Each party shall ensure, to the extent possible, that access to Sensitive and/or Confidential Information is restricted only to properly authorized employees, agents, officers and/or subcontractors and shall take measures to protect the security of any documentation or computer containing Sensitive and/or Confidential Information.

18. CONFLICT OF INTEREST:

- A.** Interest in Contract - No officer, employee or agent of the COUNTY who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Contract pertains, shall have any personal interest, direct or indirect in this Contract.
- B.** Interest of Other Local Public Officials - No member of the governing body of the COUNTY, who exercises any functions of responsibilities in the review or approval of the carrying out of this Contract, shall have any personal interest, direct or indirect, in this Contract.
- C.** Interest of Contractor and Employees - If the CONTRACTOR is aware or becomes aware that any person described in Section A. or B. of this Contract has any personal financial interest, direct or indirect, in this Contract, the CONTRACTOR shall immediately disclose such knowledge to the COUNTY. The CONTRACTOR further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The CONTRACTOR further covenants that in the performance of this Contract no person having any conflicting interest shall be employed or subcontracted.

19. DISCRIMINATION PROHIBITED:

- A.** The CONTRACTOR shall not discriminate against any individual on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, membership in the National Guard, state defense force or any reserve

component of the military forces of the United States or this state. The CONTRACTOR may refuse to employ individuals based on conviction and arrest records only as allowed by Sec. 111.335, Wis. Stats.

- B. The CONTRACTOR will cause the foregoing provisions to be inserted into all subcontracts, if any, for any work covered by this Contract so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

20. INSURANCE:

- A. The CONTRACTOR shall be solely responsible to meet the CONTRACTOR'S insurance needs as required by the COUNTY during the terms of this Contract or any extension thereof.
- B. The Certificate(s) of Insurance along with an endorsement shall be issued by a company or companies authorized to do business in the State of Wisconsin and shall be satisfactory to the COUNTY. Such insurance should be primary. The CONTRACTOR shall furnish the COUNTY with a certificate of insurance and upon request, certified copies of the required insurance policies. The certificate(s) shall reference the Contract and have an endorsement attached naming the COUNTY, its boards, commissions, agencies, officers, employees and representatives as additional insureds and provide for thirty (30) days advance notice, as provided for in Section 23 "Notices" of this Contract, of any change, cancellation or non-renewal during the term of this Contract.
- C. The CONTRACTOR shall require all subcontractors to be bound by the same insurance requirements as CONTRACTOR and shall not allow subcontractors, if any, to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor(s) and approved by the COUNTY.
- D. No payments or disbursements under this Contract shall be made if such proof has not been furnished to the COUNTY. Failure to submit an insurance certificate, as required, can make this Contract void at the COUNTY'S discretion.

21. FORCE MAJEURE:

- A. If the performance of any part of this Contract is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, notice shall be given as soon as practicable to the other party indicating the nature of such conditions and the extent of delay and shall do everything possible to resume performance. If the period of nonperformance exceeds twenty-one (21) days from the receipt of said notice of the Force Majeure Event, this Contract may be terminated by giving written notice.
- B. If the ability of the COUNTY to compensate the CONTRACTOR is delayed by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the COUNTY shall immediately give notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of the nature of such conditions and the expected date that compensation will be made. Section 66.0135, Wis. Stats., shall not apply to any late payment by the COUNTY due to circumstances under this Subsection B.

22. OTHER PROVISIONS:

- A. Publicity Releases - The CONTRACTOR agrees not to refer to award of this Contract in commercial advertising in such a manner that states or implies that the products or services provided are endorsed or preferred by the COUNTY.
- B. Appropriation of Funds - This Contract is contingent upon annual authorization of funding by the COUNTY governing body. In the event funding is not approved or is terminated, the COUNTY may terminate this Contract by providing forty-five (45) days written notice to the CONTRACTOR.
- C. Independent Contractor Status - This Contract does not in any way create the relationship of joint venture, partnership, principal, third party beneficiary, agent or employer/employee between the CONTRACTOR and the COUNTY, their agents, employees, subcontractors, officers and/or representatives. The CONTRACTOR, its employees, agents, subcontractors, and/or representatives shall not act or attempt to act, or represent itself, directly or by implication, as an agent for the COUNTY or in any manner assume any obligation on behalf of or in the name of the COUNTY.

- 23. NOTICES:** Any and all notices and demands shall be in writing delivered in person or by first class mail, registered or certified, postage paid, return receipt requested and addressed to the appropriate party as follows:

For COUNTY inquire to:

County Department:	Brown County Purchasing
Mailing Address:	305 E Walnut Street, 5 th Floor, PO Box 23600
City, State Zip:	Green Bay, WI 54305-3600
Email:	BC_Administration_Purchasing@co.brown.wi.us
Phone:	(920) 448-4040

For CONTRACTOR inquire to:

Contractor:	
Mailing Address:	
City , State, Zip:	
Email:	
Phone:	

All other correspondence shall be addressed as above, but may be sent by "Regular Mail" and deemed delivered upon receipt by the addressee. The above addresses may be changed at any time by the party giving notice in writing to the other party in the manner provided above.

- 24. AMENDMENTS:** This Contract is the entire agreement between the undersigned parties and shall only be modified, changed or amended in writing and signed by duly authorized representatives of each party, which amendment expressly states that it is the intention of the parties to amend this Contract.
- 25. SEVERABILITY:** The provisions of this Contract are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the Contract shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the Contract
- 26. CONSTRUCTION:** All parties have contributed to the drafting of this Contract. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party by virtue of that party having drafted the document or any portion thereof.
- 27. SIGNATURE AUTHORITY:** The persons signing this Contract warrant that they have been authorized to enter into this Contract by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this Contract.
- 28. "PIGGYBACK" CLAUSE:** Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

Attachment A: Scope of Services

Attachment B: Completed Cost Sheet

*****Continue To Next Page (Signature Page)**

SIGNATURE PAGE

BROWN COUNTY PURCHASING

Dale DeNamur, Senior Buyer

Signature: _____

Date: _____

BROWN COUNTY HUMAN SERVICES

Erik Pritzl, Director

Signature: _____

Date: _____

BROWN COUNTY EXECUTIVE

Troy Streckenbach, County Executive

Signature: _____

Date: _____

CONTRACTOR

*(To be signed by the person authorized to
legally bind your firm to this contract)*

Vendor
Name: _____

Address: _____

City /
State: _____

Zip Code: _____

Phone: _____

Website: _____

Email: _____

Printed
Name: _____

Signature: _____
(Required)

Title: _____

Date: _____

Distribution:

Original – Purchasing

Copy – Contractor(s)

Copy – Responsible Department(s)

13

BUDGET ADJUSTMENT REQUEST

116-20

Category

Approval Level

- | | |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 9 Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

2016 The budget adjustment is to transfer remaining Sheriff Criminal Management System Software and Law Records Management System capital project bond funds to the Debt Service Fund in order to comply with IRS regulations regarding taxability of the bonds issued in prior years. This same amount will then be transferred from the General Fund to pay for the remaining project expenditures. **Budget Impact: \$51,938**

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	432.074.9002	Sheriff OMS-Transfer In	33,901
<input checked="" type="checkbox"/>	<input type="checkbox"/>	432.074.9003	Sheriff OMS-Transfer Out	33,901
<input checked="" type="checkbox"/>	<input type="checkbox"/>	300.098.908.902.9002	DSF-Transfer In	33,901
<input checked="" type="checkbox"/>	<input type="checkbox"/>	433.074.9002	Sheriff LRMS-Transfer In	18,037
<input checked="" type="checkbox"/>	<input type="checkbox"/>	433.074.9003	Sheriff LRMS-Transfer Out	18,037
<input checked="" type="checkbox"/>	<input type="checkbox"/>	300.098.910.921.9002	DSF-Transfer In	18,037
<input checked="" type="checkbox"/>	<input type="checkbox"/>	300.3200.600	DSF-Fund Balance	51,938
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.090.9003	Gen Government-Transfer Out	51,938
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.8000	General Fund-Fund Balance	51,938

AUTHORIZATIONS


 Signature of Department Head
 Department: Sheriff
 Date: 03/11/16


 Signature of DOA or Executive
 Date: 3/18/16

23 3/11

13a

April 19, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING THE PURCHASE OF ELECTIONS SYSTEMS
SOFTWARE AND HARDWARE**

WHEREAS, all of Brown County's 24 municipalities and 13 school districts use DS-200 election tabulators and the County Clerk's Office performs election coding and reporting duties related to operating this equipment and reporting the election results; and

WHEREAS, Unity Software was the proprietary software for DS-200's at the time of purchase in December, 2013 when Brown County was informed that Unity Software would need to be replaced in the future due to evolution and expiration of software operating systems; and

WHEREAS, Electionware Software was not available to purchase when Brown County upgraded to DS-200 tabulators in 2013 but is now available and upgradable which will provide election software longevity; and

WHEREAS, elections hardware and software are mandated by the Government Accountability Board to be completely separate networks from other government networks and Brown County's current hardware is at the end of its warranty and needs to be replaced; and

WHEREAS, the County Clerk's Office had completed 90% of the coding for the April 5, 2016 Presidential Preference elections when both software and hardware failures occurred and it was determined that Brown County is at high risk for continued election failures; and

WHEREAS, the costs of purchasing new election software and hardware was to be covered in the Brown County Clerk's 2017 budget but is now considered a critical purchase and quotes provided from Elections Systems and Software ("ES&S") are all-inclusive for

Electionware Software, related hardware, set-up, installation and encryption required to meet federal and state laws, and on-site training and consultations.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors approves the purchase of election hardware and software from ES&S in an amount not to exceed \$100,000, upon passage to ensure there are no election hardware or software failures for the upcoming Presidential Election.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

APPROVED BY:

Troy Streckenbach
Brown County Executive

DATED: _____

Approved by Corporation Counsel's Office

Fiscal Note: This resolution does not require an appropriation from the General Fund at this time. The funding will be partially offset within the County Clerk's budget and year end transfers. If there is no surplus in 2017, then an appropriation from the General Fund will be required.

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 25, 2016

REQUEST TO: Administration Committee

MEETING DATE: April 19, 2016

REQUEST FROM: Sandy Juno
County Clerk

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Approving the Purchase of Elections Systems Software and Hardware

ISSUE/BACKGROUND INFORMATION:

Imminent elections software and hardware failure.

ACTION REQUESTED:

Approval of purchase of elections systems software and hardware.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$ 100,000
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? County Clerk's budget & year end transfers
 2. If no, how will the impact be funded? Possible General Fund if no surplus in 2017

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED



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ELECTION SYSTEMS & SOFTWARE, LLC

11208 John Galt Blvd.

Omaha, NE 68137

EVS 5.3.0.0 PYO with Analog (wired) DS200 Modeming System Purchase Order

March 22nd, 2016

Brown County, Wisconsin

305 E Walnut St, Northern Bldg Rm 120

Green Bay, WI 54301

Qty Ord.	Description	Price	Ext. Price
	DATA COMMUNICAITON SERVER		
1	DELL POWEREDGE T430	\$6400.00	\$6400.00
	<ul style="list-style-type: none"> • PowerEdge T430 Server, No TPM • Chassis with up to 8, 3.5" Hot Plug Hard Drives, Tower Configuration • PowerEdge T430 Shipping • Intel® Xeon® E5-2620 v3 2.4GHz, 15M Cache, 8.00GT/s QPI, Turbo, HT, 6C/12T (85W) Max Mem 1866MHz • 1 CPU Standard • 2133MT/s RDIMMs • (2) 4GB RDIMM, 2133MT/s, Single Rank, x8 Data Width • RAID 1+RAID 1 for H330/H730/H730P (2 + 2 HDDs or SSDs) • PERC H730 RAID Controller, 1GB NV Cache • (4) 1TB 7.2K RPM SATA 6Gbps 3.5in Hot-plug Hard Drive • On-Board Broadcom 5720 Dual Port 1Gb LOM • iDRAC8, Basic • DVD+/-RW, SATA, Internal • Casters for PowerEdge Tower Chassis • Power Saving Dell Active Power Controller • Dual, Hot-plug, Redundant Power Supply (1+1), 750W • (2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America • Keyboard and Optical Mouse, USB, Black, English • Windows Server® 2012 R2, Standard Ed, Factory Inst, No MED, 2SKT, 2VM, NO CAL • Windows Server® 2012 R2, STD Ed, Media Kit w/Factory Inst ENT DGRD Images • 5-pack of Windows® Server 2012 Device CALs (Standard or Datacenter) • 5 Year ProSupport and NBD On-site Service • Dell Proactive Systems Management – Declined 		
1	EXTERNAL CONNECTOR LICENSE (Connector License for Modeming)	\$2580.00	\$2580.00
1	DELL E2215HV 22" WIDE LED LCD VGA MONITOR	\$180.00	\$180.00
1	SYMANTEC ENDPOINT PROTECTION 12.1.4	\$46.67	\$46.67
1	UNITTERUPTABLE POWER SUPPLY (UPS)	\$700.00	\$700.00

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	BATTERY BACKUP, 1500 VA (Servers) - Optional		
1	CERBERUS FTP PRO 6.0.7.1 (DS200 Modeming)	\$654.67	\$654.67
	EMS FILE SERVER		
1	DELL POWEREDGE T430	\$6400.00	\$6400.00
	<ul style="list-style-type: none"> • PowerEdge T430, Intel Xeon E-24XX v2 Processors • PowerEdge T430 Server, No TPM • Chassis with up to 8, 3.5" Hot Plug Hard Drives, Tower Configuration • PowerEdge T430 Shipping • Intel® Xeon® E5-2620 v3 2.4GHz, 15M Cache, 8.00GT/s QPI, Turbo, HT, 6C/12T (85W) Max Mem 1866MHz • 1 CPU Standard • 2133MT/s RDIMMs • (2) 4GB RDIMM, 2133MT/s, Single Rank, x8 Data Width • RAID 1+RAID 1 for H330/H730/H730P (2 + 2 HDDs or SSDs) • PERC H730 RAID Controller, 1GB NV Cache • (4) 1TB 7.2K RPM SATA 6Gbps 3.5in Hot-plug Hard Drive • On-Board Broadcom 5720 Dual Port 1Gb LOM • iDRAC8, Basic • DVD+/-RW, SATA, Internal • Casters for PowerEdge Tower Chassis • Power Saving Dell Active Power Controller • Dual, Hot-plug, Redundant Power Supply (1+1), 750W • (2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America • Keyboard and Optical Mouse, USB, Black, English • Windows Server® 2012R2, Standard Ed, Factory Inst, No MED, 2SKT, 2VM, NO CAL • Windows Server® 2012R2, STD Ed, Media Kit w/Factory Inst ENT DGRD Images • 5-pack of Windows® Server 2012 Device CALs (Standard or Datacenter) • 5 Year ProSupport and NBD On-site Service Dell Proactive Systems Management – Declined 		
1	DELL E2215HV 22" WIDE LED LCD VGA MONITOR	\$180.00	\$180.00
1	SYMANTEC ENDPOINT PROTECTION 12.1.4	\$46.67	\$46.67
1	UNITTERUPTABLE POWER SUPPLY (UPS) BATTERY BACKUP, 1500 VA (Servers) - Optional	\$700.00	\$700.00
	EMS WORKSTATION		
3	DELL OPTIPLEX 7020 (Desktop)	\$1440.00	\$4320.00
	<ul style="list-style-type: none"> • OptiPlex 7020 MT BTX • 8GB (2x4G) 1600MHz DDR3 Memory • US English (QWERTY) Dell KB212-B QuietKey USB Keyboard • AMD Radeon R5 240, 1GB, Full Height • No Wireless • 500GB 3.5inch Serial ATA (7,200 Rpm) Hard Drive • Windows 7 Professional English/French 64bit (Includes Windows 8.1 Pro license) • OptiPlex 7020 Minitower Chassis with Standard Power Supply • Dell USB Optical Mouse MS111 • 16X Half Height DVD+/-RW Drive • Internal Dell Business Audio Speaker • System Power Cord (Philippine/TH/US) • Windows 8.1 DVD OS Recovery(English) 		

	<ul style="list-style-type: none"> • Dell Backup and Recovery Basic • Desktop BTO Standard shipment • Not Selected in this Configuration • Safety/Environment and Regulatory Guide (English/French/Dutch) • Dell Limited Hardware Warranty Plus Service • ProSupport Plus: Accidental Damage Service, 5 Years • ProSupport Plus: Keep Your Hard Drive, 5 Years • ProSupport Plus: Next Business Day Onsite 5 Years • ProSupport Plus: 7x24 Technical Support, 5 Years • TPM Enabled • Intel Core i5-4590 (Quad Core, 3.30GHz Turbo, 6MB, w/ HD Graphics 4600) • No DDPE Encryption Software • Chassis Intrusion Switch • Minitower Chassis Mainstream Heatsink (95watts) • Dell Adapter - DisplayPort to HDMI • P2213 LCD MONITOR 		
3	SYMANTEC ENDPOINT PROTECTION 12.1.4	\$46.67	\$140.01
1	WS_FTP PRO IPSWITCH 12.4	\$68.00	\$68.00
3	UNINTERRUPTABLE POWER SUPPLY (UPS) BATTERY BACKUP, 750 VA (Workstations) - <i>Optional</i>	\$140.00	\$420.00
	MICELLANEOUS COMPONENTS		
1	OKI B721DN LED DIGITAL LASER DUPLEX PRINTER - <i>Optional</i>	\$1166.67	\$1166.67
1	OKI B721DN BLACK TONER – 25,000 PAGES - <i>Optional</i>	\$388.00	\$388.00
1	STARTECH 6' USB 2.0 A-B CABLE – <i>Optional</i>	\$4.33	\$4.33
1	CISCO ASA 5505 FIREWALL	\$489.33	\$489.33
1	D-LINK GIGABIT NETWORK SWITCH, 8 PORT	\$60.00	\$60.00
	WIRED (ANALOG) MODEMING		
2	DIGI RAPIDPORT/4 PORT USB 56K V90 MULTIMODEM PNP DEVICE – <i>Optional</i>	\$1233.00	\$2466.00
	SERVICES		
3	ON-SITE INSTALLATION	\$2300.00	\$6900.00
	Order Total		\$34,310.35

Invoicing and Payment Terms:

100% of Order Total Due Thirty (30) Calendar Days after the later of (a) Equipment Delivery, or (b) Receipt of corresponding ES&S Invoice.

Note 1: Pricing of purchase order is valid for 30 days due to fluctuating pricing in 3rd party hardware and software. Agreements will need to be updated if not executed within 30 days.

Note 2: In no event shall Customer's payment obligations hereunder, or the due dates for such payments, be contingent or conditional upon Customer's receipt of federal and/or state funds.

Note 3: Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.

Note 4: Shipping and Handling is not included in the Order Total and will be invoiced separately.

Note 5: Network Cabling is not included.

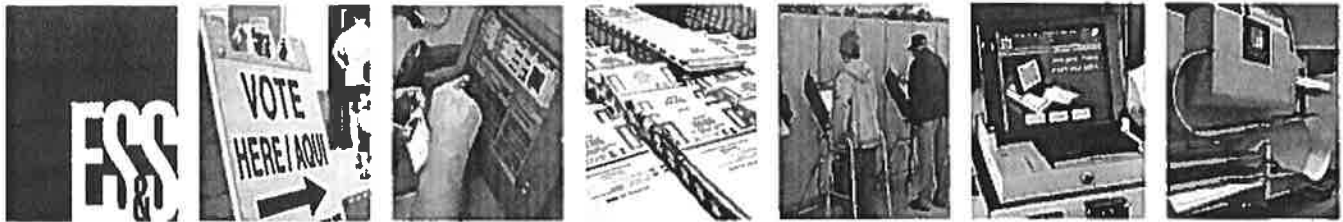
Customer acknowledges that ES&S is purchasing the third party items set forth herein ("Third Party Items") for resale to Customer, and that the proprietary and intellectual property rights to the Third Party Items are owned by parties

other than ES&S ("Third Parties"). Customer further acknowledges that except for the payment to ES&S for the Third Party Items, all of its rights and obligations with respect thereto flow from and to the Third Parties. ES&S shall provide Customer with copies of all documentation and warranties for the Third Party Items which are provided to ES&S.

Customer Signature

Date

Title



Brown County Wisconsin
Purchase Proposal Quote
 Submitted by Election Systems & Software

Purchase Solution Includes:

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
Tabulation Hardware		
	Model DS200 Precinct Scanner:	
1	Model DS200 (Includes Scanner, Plastic Ballot Box with Steel Door and e-Bin, Reverse Wound Paper Roll and 4GB Jump Drive)	\$5,750.00
1	DS200 Landline Modem (Price does not include data transmission fees)	\$150.00
1	4GB Jump Drive (Additional)	\$105.00
Software		
1	Electionware Software - PYO Standard (Base Package)	\$35,850.00
1	Synthesized Audio Capability - English Language	\$10,870.00
Election Services		
5	Implementation Services (Does not include Coding, Voice Files or Ballots)	\$7,875.00
X	Software Training	
X	Installation/Acceptance Testing	\$115.00
X	1 Year Hardware and Software Warranty	Included
Shipping & Other		
X	Shipping and Handling	\$95.00
Total Purchase Solution		\$60,810.00

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.

April 19, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR U.W. EXTENSION
STEM OUTREACH COORDINATOR - LTE

WHEREAS, the Brown County U.W. Extension Office (“U.W. Extension”) has received grant funding from the U.W. Extension (State) East Metro Region to provide a Science, Technology, Engineering and Math (“STEM”) program through the 4-H youth development program; and,

WHEREAS, the U.W. Extension has requested to add 0.10 FTE STEM Outreach Coordinator - LTE position (“Position”) to fulfill the requirements of the grant and to provide this program to our youth; and,

WHEREAS, should the funding be eliminated, the Position will end and be eliminated from the U.W. Extension’s table of organization; and,

WHEREAS, Human Resources in conjunction with U.W. Extension recommends, for the above-stated reasons, the addition of 0.10 FTE STEM Outreach Coordinator - LTE to the U.W. Extension table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of 0.10 FTE STEM Outreach Coordinator - LTE to the U.W. Extension table of organization.

Budget Impact:

U.W. Extension

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
STEM Outreach Coordinator - LTE	0.10	Addition	\$3,240	\$ 305	\$3,545
Annualized Budget Impact			\$3,240	\$ 305	\$3,545

Fiscal Note: This resolution does not require an appropriation from the General Fund. The position is fully funded through a U.W. Extension STEM grant.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel's Office

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 15, 2016

REQUEST TO: Planning, Development and Transportation Committee

MEETING DATE: March 28, 2016

REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for U.W. Extension – STEM Outreach Coordinator - LTE

ISSUE/BACKGROUND INFORMATION:

The U.W. Extension Office has received grant funding from the U.W. Extension (State) East Metro Region to provide a Science, Technology, Engineering and Math (STEM) program through the 4-H youth development program.

ACTION REQUESTED:

Add 0.10 FTE STEM Outreach Coordinator - LTE to the U.W. Extension table of organization to fulfill the requirements of the grant and provide this program to our youth

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$3,545 annualized
 - b. If part of a bigger project, what is the total amount of the project? \$_____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? 100.083.001.5100 and 100.083.001.5110.100
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION DESCRIPTION: STEM (SCIENCE, TECHNOLOGY, ENGINEERING & MATH)
OUTREACH COORDINATOR - LTE

REPORTS TO: 4-H YOUTH DEVELOPMENT

DEPARTMENT: UW-EXTENSION

JOB SUMMARY:

Assist in the organization, implementation and evaluation of STEM events including camps and workshops for youth.

ESSENTIAL DUTIES:

Organize, implement and evaluate STEM camps for teens.

Organize, implement and evaluate STEM Saturdays for youth.

Develop and implement marketing plan.

Organize STEM events for other youth serving organizations.

Cooperates with UW-Extension faculty members to develop and implement the total Brown County Cooperative Extension program as a team member contributing youth development expertise.

Implements established program plans for educational programs and reports accomplishments and impact on local people.

Build and maintain relationships with other youth serving organizations.

Completes all necessary reports.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT:

General office equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma; Post-secondary education in youth development, teaching and/or science or a combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills, and Abilities:

Experience with organizing and implementing STEM related activities.

Experience in marketing events.

Knowledge of and ability to utilize a computer and the required software.

Ability to plan, promote, implement, evaluate, and report educational programs.

Ability to understand and work effectively with a wide variety of clientele.

Ability to work well as a member of a team.

Ability to maintain a high level of organization and leadership.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to make individual arrangements for transportation adequate to meet position responsibilities and essential job functions.

Ability to work the required hours of the position.

Administrative Accountability:

The STEM Outreach Coordinator will be accountable to the Brown County UW-Extension 4-H Youth Development Educator for programmatic leadership and the Brown County UW-Extension Department Head for administrative issues.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Intermittent standing, walking, and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 02/25/16

April 19, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR U.W. EXTENSION
TEEN MARKET GARDEN COORDINATOR - LTE

WHEREAS, the Brown County U.W. Extension Office (“U.W. Extension”) has received grant funding from the U.W. Extension (State) East Metro Region to provide a Science, Technology, Engineering and Math (STEM) program through the 4-H youth development program; and,

WHEREAS, the U.W. Extension has requested to add 0.11 FTE Teen Market Garden Coordinator - LTE position (“Position”) to fulfill the requirements of the grant and to provide this program to our youth; and,

WHEREAS, should the funding be eliminated, the Position will end and be eliminated from the U.W. Extension’s table of organization; and,

WHEREAS, Human Resources in conjunction with U.W. Extension recommends, for the above-stated reasons, the addition of 0.11 FTE Teen Market Garden Coordinator - LTE to the U.W. Extension table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of 0.11 FTE Teen Market Garden Coordinator - LTE to the U.W. Extension table of organization; and

BE IT FURTHER RESOLVED, that, should the funding end, said Position will end and be eliminated from the U.W. Extension table of organization.

Budget Impact:

U.W. Extension

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Teen Market Garden Coordinator - LTE	0.11	Addition	\$2,640	\$ 248	\$2,888
Annualized Budget Impact			\$2,640	\$ 248	\$2,888

Fiscal Note: This resolution does not require an appropriation from the General Fund. The position is fully funded through a U.W. Extension STEM grant.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 15, 2016
REQUEST TO: Planning, Development and Transportation Committee
MEETING DATE: March 28, 2016
REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for U.W. Extension – Teen Market Garden Coordinator - LTE

ISSUE/BACKGROUND INFORMATION:

The U.W. Extension Office has received grant funding from the U.W. Extension (State) East Metro Region to provide a Science, Technology, Engineering and Math (STEM) program through the 4-H youth development program.

ACTION REQUESTED:

Add 0.11 FTE Teen Market Garden Coordinator - LTE to the U.W. Extension table of organization to fulfill the requirements of the grant and provide this program to our youth

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$2,888 annualized
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? 100.083.001.5100 and 100.083.001.5110.100
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION DESCRIPTION: TEEN MARKET GARDEN COORDINATOR -LTE
REPORTS TO: COMMUNITY GARDEN COORDINATOR
DEPARTMENT: UW-EXTENSION

JOB SUMMARY:

This position will plan and implement a farmers' market program for teenagers. Teens will gain skills in working together to plan, design and develop a marketing plan to market the farmers' market. In addition, they will gain horticulture skills in planting and growing produce. This program is part of the Brown County UW-Extension Community Gardens Program.

ESSENTIAL DUTIES:

Build and maintain relationships with program sponsors and funders.

Organize, implement, and evaluate twice-weekly classes for teens focused on gardening, nutrition, marketing, teambuilding, and communications, as they relate to running a farmers' market stall.

Guide teens in planning, creating, and managing a garden plot and farmers' market stall.

Collaborate with, and report regularly to, the Community Gardens Coordinator.

Build and maintain strong relationships with and among teens and community organizations.

Recruit low-income and diverse teens to participate in the farmers' market program.

Document program plans and create curriculum.

Promote the teen farmers' market program in the community.

Plan, implement, and evaluate program.

Organize educational field trips for teens.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Minimum of High school diploma required, preference for additional post-secondary education in horticulture, agriculture, and/or youth development.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills, and Abilities:

Knowledge of horticulture, most specifically gardening.

Experience with farmers markets.

Experience in marketing.

Experience in working with teens

Knowledge of and ability to utilize a computer and the required software.

Ability to plan, promote, implement, evaluate, and report educational programs.

Ability to work well as a member of a team.

Ability to maintain a high level of organization and leadership.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with program funders and partners.

Ability to make individual arrangements for transportation adequate to meet position responsibilities and essential job functions.

Ability to work the required hours of the position.

Administrative Accountability:

The Teen Market Garden Coordinator will be accountable to the Brown County UW-Extension Community Garden Coordinator for programmatic leadership and the Brown County UW-Extension Department Head for administrative issues.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Intermittent standing, walking, and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 2/24/16

March 16, 2016

**AN ORDINANCE AMENDING SECTIONS 4.93 OF CHAPTER 4
OF THE BROWN COUNTY CODE ENTITLED "GRIEVANCE PROCEDURE"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Sections 4.93 of Chapter 4 of the Brown County Code regarding the Grievance Procedure is amended to include a Just Cause Standard of review as follows:

4.93 THE POWERS AND RESPONSE OF THE IMPARTIAL HEARING OFFICER.

Written Decision: After reviewing the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written recommendation. The Impartial Hearing Officer may request oral or written arguments and replies. The recommendation shall contain findings of fact, analysis and a recommendation. The Impartial Hearing Officer must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of the Administration was ~~arbitrary or capricious?~~ with just cause, which is defined as follows: progressive discipline process such as a verbal warning and/or written warning, suspension and/or termination, or automatic suspension or termination if the situation is warranted.

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved by:

Troy Streckenbach, (Date)
COUNTY EXECUTIVE

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

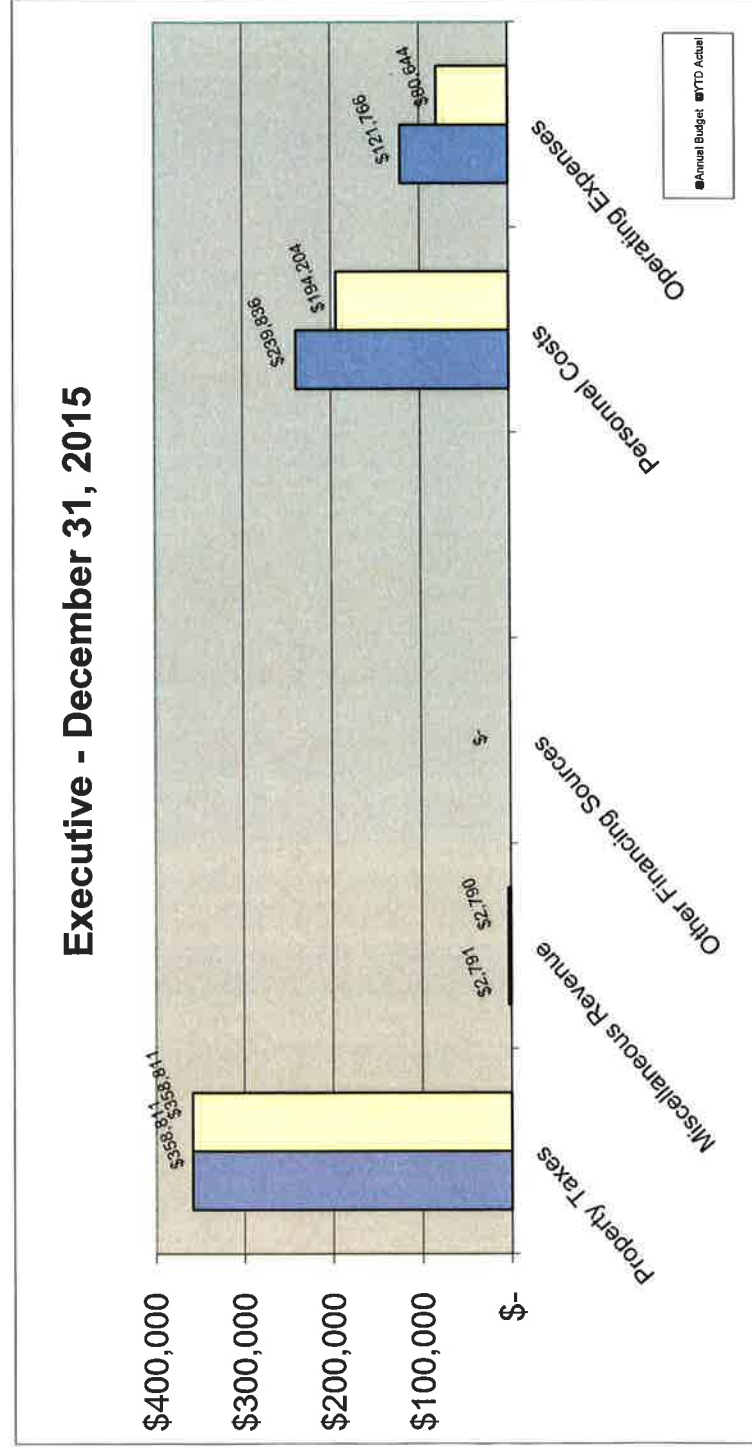
Drafted by Corporation Counsel

Final Draft Approved by Corporation Counsel

Fiscal Impact: This resolution does not have a fiscal impact; therefore it does not require an appropriation from the General Fund.

**Brown County Executive
Budget Status Report (Unaudited)
12/31/15**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 358,811	\$ 358,811	100.0%	
Miscellaneous Revenue	\$ 2,791	\$ 2,790	100.0%	
Other Financing Sources	\$ -		#DIV/0!	
Personnel Costs	\$ 239,836	\$ 194,204	81.0%	
Operating Expenses	\$ 121,766	\$ 80,644	66.2%	





Budget by Account Classification Report

Through 12/24/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	358,811.00	.00	358,811.00	29,900.88	.00	358,811.00	.00	100	362,044.00
Miscellaneous Revenue	.00	2,791.00	2,791.00	.00	.00	2,790.31	.69	100	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$358,811.00	\$2,791.00	\$361,602.00	\$29,900.88	\$0.00	\$361,601.31	\$0.69	100%	\$362,044.00
EXPENSE									
Personnel Costs	259,836.00	(20,000.00)	239,836.00	19,465.16	.00	194,204.26	45,631.74	81	218,759.91
Operating Expenses	98,975.00	22,791.00	121,766.00	195.09	.00	80,644.23	41,121.77	66	93,685.09
EXPENSE TOTALS	\$358,811.00	\$2,791.00	\$361,602.00	\$19,660.25	\$0.00	\$274,848.49	\$86,753.51	76%	\$312,445.00
Fund 100 - GF Totals									
REVENUE TOTALS	358,811.00	2,791.00	361,602.00	29,900.88	.00	361,601.31	.69	100	362,044.00
EXPENSE TOTALS	358,811.00	2,791.00	361,602.00	19,660.25	.00	274,848.49	86,753.51	76	312,445.00
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$10,240.63	\$0.00	\$86,752.82	(\$86,752.82)		\$49,599.00
Grand Totals									
REVENUE TOTALS	358,811.00	2,791.00	361,602.00	29,900.88	.00	361,601.31	.69	100	362,044.00
EXPENSE TOTALS	358,811.00	2,791.00	361,602.00	19,660.25	.00	274,848.49	86,753.51	76	312,445.00
Grand Totals	\$0.00	\$0.00	\$0.00	\$10,240.63	\$0.00	\$86,752.82	(\$86,752.82)		\$49,599.00

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Budget by Account Classification Report

Through 12/31/15

Prior Fiscal Year Activity Included

Detail Listing

Account	Fund	100 - GF	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
REVENUE												
<i>Property taxes</i>												
4100			General property taxes	358,811.00	.00	358,811.00	29,900.88	.00	358,811.00	.00	100	362,044.00
			<i>Property taxes Totals</i>	\$358,811.00	\$0.00	\$358,811.00	\$29,900.88	\$0.00	\$358,811.00	\$0.00	100%	\$362,044.00
<i>Miscellaneous Revenue</i>												
4901			Donations	.00	2,791.00	2,791.00	.00	.00	2,790.31	.69	100	.00
			<i>Miscellaneous Revenue Totals</i>	\$0.00	\$2,791.00	\$2,791.00	\$0.00	\$0.00	\$2,790.31	\$0.69	100%	\$0.00
<i>Other Financing Sources</i>												
9002			Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002.200			Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	.00
			<i>Other Financing Sources Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
REVENUE TOTALS												
				\$358,811.00	\$2,791.00	\$361,602.00	\$29,900.88	\$0.00	\$361,601.31	\$0.69	100%	\$362,044.00
EXPENSE												
<i>Personnel Costs</i>												
5100			Regular earnings	188,309.00	(20,000.00)	168,309.00	29,030.24	.00	166,190.19	2,118.81	99	162,369.61
5100.998			Regular earnings Budget only	4,834.00	.00	4,834.00	.00	.00	.00	4,834.00	0	.00
5102			Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100			Paid leave earnings Paid Leave	.00	.00	.00	.00	.00	1,497.86	(1,497.86)	+++	807.52
5102.200			Paid leave earnings Personal	.00	.00	.00	649.85	.00	802.01	(802.01)	+++	613.02
5102.300			Paid leave earnings Casual	.00	.00	.00	.00	.00	508.80	(508.80)	+++	1,182.31
5102.400			Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.500			Paid leave earnings Holiday	.00	.00	.00	1,719.92	.00	2,176.40	(2,176.40)	+++	1,594.17
5102.600			Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.999			Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103			Premium	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000			Premium Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.100			Premium Comp time	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.200			Premium Shift differential	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.300			Premium Holiday	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110			Fringe benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100			Fringe benefits FICA	13,841.00	.00	13,841.00	2,319.07	.00	12,745.58	1,095.42	92	12,250.03
5110.110			Fringe benefits Unemployment compensation	249.00	.00	249.00	51.03	.00	193.61	55.39	78	280.11
5110.199			Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.200			Fringe benefits Health insurance	33,130.00	.00	33,130.00	2,432.48	.00	15,811.12	17,318.88	48	24,324.80
5110.210			Fringe benefits Dental Insurance	3,362.00	.00	3,362.00	200.12	.00	1,300.78	2,061.22	39	2,001.20
5110.220			Fringe benefits Life Insurance	269.00	.00	269.00	.00	.00	.00	269.00	0	91.48
5110.230			Fringe benefits LT disability insurance	714.00	.00	714.00	28.19	.00	437.40	276.60	61	423.50
5110.235			Fringe benefits Disability insurance	611.00	.00	611.00	50.00	.00	611.00	.00	100	611.04
5110.240			Fringe benefits Workers compensation insurance	208.00	.00	208.00	21.00	.00	208.00	.00	100	210.96
5110.300			Fringe benefits Retirement	13,847.00	.00	13,847.00	1,509.40	.00	10,267.65	3,579.35	74	12,000.16

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Budget by Account Classification Report

Through 12/31/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
<i>Personnel Costs</i>										
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198	Fringe benefits - Budget only	462.00	.00	462.00	.00	.00	.00	462.00	0	.00
<i>Personnel Costs Totals</i>		\$259,836.00	(\$20,000.00)	\$239,836.00	\$38,011.30	\$0.00	\$212,750.40	\$27,085.60	89%	\$218,759.91
<i>Operating Expenses</i>										
5300	Supplies	150.00	.00	150.00	.00	.00	107.73	42.27	72	157.95
5300.001	Supplies Office	800.00	.00	800.00	461.95	.00	1,236.73	(436.73)	155	1,232.64
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	+++	.00
5300.004	Supplies Postage	300.00	.00	300.00	34.78	.00	111.74	188.26	37	249.15
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	.00	121.00	121.00	.00	.00	110.81	10.19	92	.00
5305	Dues and memberships	190.00	.00	190.00	.00	.00	212.00	(22.00)	112	225.00
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	.00	.00	.00	.00	+++	.00
5310	Advertising and public notice	.00	2,000.00	2,000.00	.00	.00	2,000.00	.00	100	.00
5330	Books, periodicals, subscription	300.00	.00	300.00	12.00	.00	111.26	188.74	37	201.16
5340	Travel and training	4,700.00	.00	4,700.00	206.69	.00	1,702.55	2,997.45	36	554.40
5360	Lobbying expense	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
5395	Equipment - nonoutlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505.100	Telephone cell	2,200.00	.00	2,200.00	110.72	.00	1,096.79	1,103.21	50	1,599.71
5601.100	Intra-county expense Technology services	9,235.00	.00	9,235.00	976.08	.00	8,658.23	576.77	94	8,004.97
5601.200	Intra-county expense Insurance	999.00	.00	999.00	86.00	.00	999.00	.00	100	773.04
5601.350	Intra-county expense Highway	.00	.00	.00	.00	.00	32.48	(32.48)	+++	.00
5601.400	Intra-county expense Copy center	300.00	670.00	970.00	30.20	.00	761.86	208.14	79	240.07
5601.450	Intra-county expense Departmental copiers	247.00	.00	247.00	20.62	.00	247.00	.00	100	247.00
5601.550	Intra-county expense Document center	.00	.00	.00	.00	.00	.00	.00	+++	.00
5716.100	Legal services Chargebacks	.00	.00	.00	.00	.00	.00	.00	+++	.00
5850	Contributions	78,554.00	.00	78,554.00	20,000.00	.00	65,000.00	13,554.00	83	80,200.00
9003	Transfer out	.00	20,000.00	20,000.00	.00	.00	20,000.00	.00	100	.00
9003.400	Transfer out Wages	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Operating Expenses Totals</i>		\$58,975.00	\$22,791.00	\$121,766.00	\$21,939.04	\$0.00	\$102,388.18	\$19,377.82	84%	\$93,685.09
EXPENSE TOTALS		\$358,811.00	\$2,791.00	\$361,602.00	\$59,950.34	\$0.00	\$315,138.58	\$46,463.42	87%	\$312,445.00
<i>Fund 100 - GF Totals</i>										
REVENUE TOTALS		358,811.00	2,791.00	361,602.00	29,900.88	.00	361,601.31	.69	100	362,044.00
EXPENSE TOTALS		358,811.00	2,791.00	361,602.00	59,950.34	.00	315,138.58	46,463.42	87	312,445.00



Budget by Account Classification Report

Through 12/31/15

Prior Fiscal Year Activity Included

Detail Listing

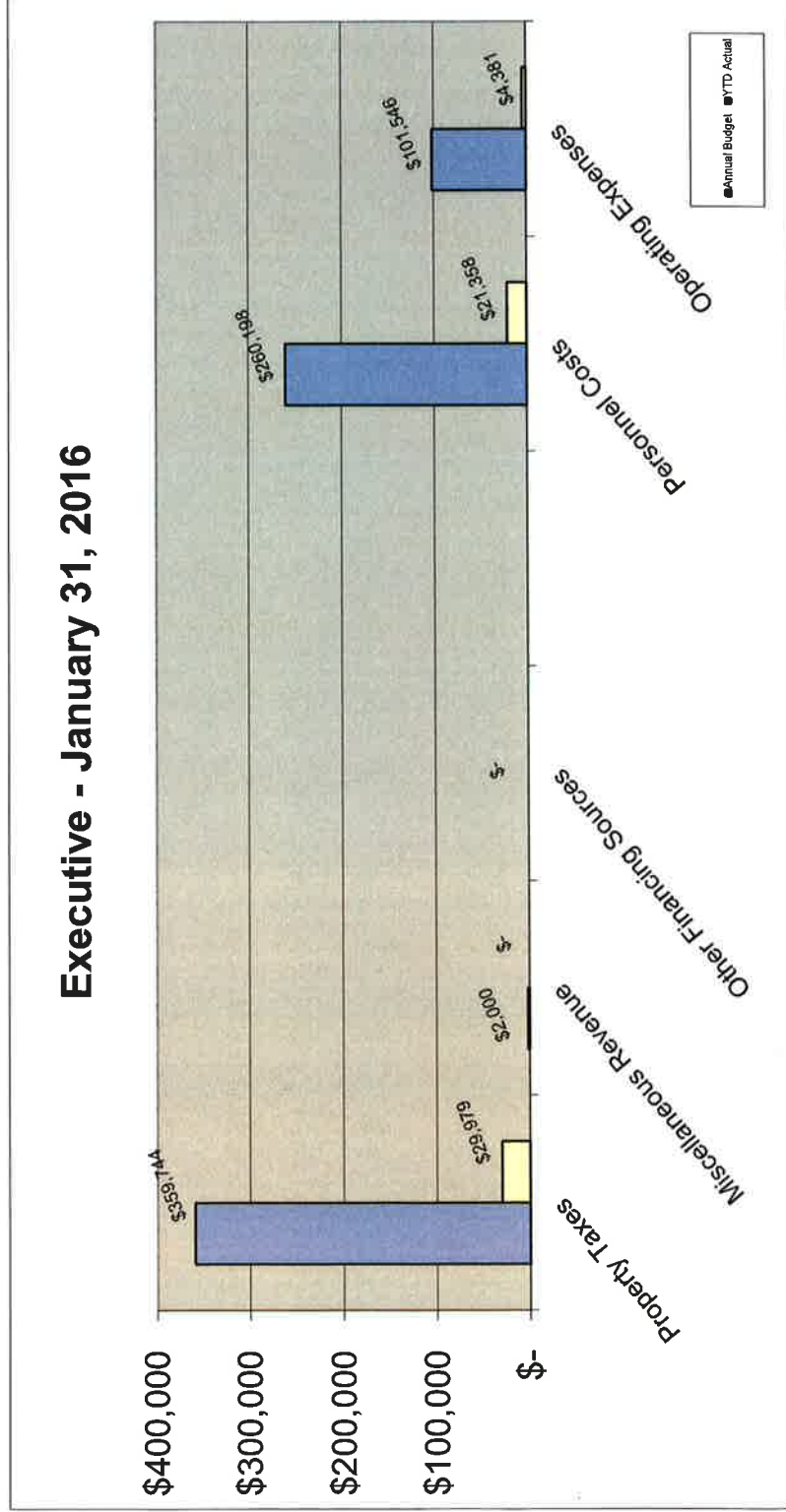
Account	Account Description	Fund	100 - GF	Totals	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
					\$0.00	\$0.00	\$0.00	(\$30,049.46)	\$0.00	\$46,462.73	(\$46,462.73)		\$49,599.00
Grand Totals													
	REVENUE TOTALS				358,811.00	2,791.00	361,602.00	29,900.88	.00	361,601.31	.69	100	362,044.00
	EXPENSE TOTALS				358,811.00	2,791.00	361,602.00	59,950.34	.00	315,138.58	46,463.42	87	312,445.00
	Grand Totals				\$0.00	\$0.00	\$0.00	(\$30,049.46)	\$0.00	\$46,462.73	(\$46,462.73)		\$49,599.00

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**Brown County Executive
Budget Status Report (Unaudited)
01/31/16**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 359,744	\$ 29,979	8.3%	
Miscellaneous Revenue	\$ 2,000	\$ -	0.0%	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 260,198	\$ 21,358	8.2%	
Operating Expenses	\$ 101,546	\$ 4,381	4.3%	

Executive - January 31, 2016





Budget by Account Classification Report

Through 01/31/16
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
<i>Property taxes</i>										
4100	General property taxes	359,744.00	.00	359,744.00	29,978.67	.00	29,978.67	329,765.33	8	358,811.00
	<i>Property taxes Totals</i>	\$359,744.00	\$0.00	\$359,744.00	\$29,978.67	\$0.00	\$29,978.67	\$329,765.33	8%	\$358,811.00
<i>Miscellaneous Revenue</i>										
4901	Donations	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,790.31
	<i>Miscellaneous Revenue Totals</i>	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$2,790.31
<i>Other Financing Sources</i>										
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Other Financing Sources Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
REVENUE TOTALS										
		\$361,744.00	\$0.00	\$361,744.00	\$29,978.67	\$0.00	\$29,978.67	\$331,765.33	8%	\$361,601.31
EXPENSE										
<i>Personnel Costs</i>										
5100	Regular earnings	194,624.00	.00	194,624.00	14,516.85	.00	14,516.85	180,107.15	7	166,190.19
5100.998	Regular earnings Budget only	561.00	.00	561.00	.00	.00	.00	561.00	0	.00
5102	Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	.00	.00	.00	.00	+++	1,497.86
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	.00	.00	(138.75)	+++	802.01
5102.300	Paid leave earnings Casual	.00	.00	.00	138.75	.00	.00	.00	+++	508.80
5102.400	Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	.00	(386.98)	+++	2,176.40
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103	Premium	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000	Premium Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.100	Premium Comp time	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.200	Premium Shift differential	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.300	Premium Holiday	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110	Fringe benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100	Fringe benefits FICA	14,305.00	.00	14,305.00	1,102.42	.00	1,102.42	13,202.58	8	12,745.58
5110.110	Fringe benefits Unemployment compensation	262.00	.00	262.00	19.33	.00	19.33	242.67	7	193.61
5110.199	Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.200	Fringe benefits Health Insurance	31,609.00	.00	31,609.00	3,648.72	.00	3,648.72	27,960.28	12	15,811.12
5110.210	Fringe benefits Dental Insurance	3,201.00	.00	3,201.00	448.77	.00	448.77	2,752.23	14	1,300.78
5110.220	Fringe benefits Life Insurance	120.00	.00	120.00	.00	.00	.00	120.00	0	.00
5110.230	Fringe benefits LT disability insurance	492.00	.00	492.00	28.47	.00	28.47	463.53	6	437.40
5110.235	Fringe benefits Disability insurance	611.00	.00	611.00	51.00	.00	51.00	560.00	8	611.00
5110.240	Fringe benefits Workers compensation insurance	293.00	.00	293.00	24.00	.00	24.00	269.00	8	208.00
5110.300	Fringe benefits Retirement	14,044.00	.00	14,044.00	992.82	.00	992.82	13,051.18	7	10,267.65



Budget by Account Classification Report

Through 01/31/16
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Personnel Costs										
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198	Fringe benefits - Budget only	76.00	.00	76.00	.00	.00	.00	76.00	0	.00
Personnel Costs Totals		\$260,198.00	\$0.00	\$260,198.00	\$21,358.11	\$0.00	\$21,358.11	\$238,839.89	8%	\$212,750.40
Operating Expenses										
5300	Supplies	150.00	.00	150.00	43.47	.00	43.47	106.53	29	107.73
5300.001	Supplies Office	800.00	.00	800.00	.00	.00	.00	800.00	0	1,236.73
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	+++	.00
5300.004	Supplies Postage	299.00	.00	299.00	23.78	.00	23.78	275.22	8	111.74
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	.00	.00	.00	.00	.00	.00	.00	+++	110.81
5305	Dues and memberships	190.00	.00	190.00	.00	.00	.00	190.00	0	212.00
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	.00	.00	.00	.00	+++	.00
5310	Advertising and public notice	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,000.00
5330	Books, periodicals, subscription	299.00	.00	299.00	12.00	.00	12.00	287.00	4	111.26
5340	Travel and training	4,680.00	.00	4,680.00	1,366.27	.00	1,366.27	3,313.73	29	1,702.55
5360	Lobbying expense	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
5395	Equipment - nonoutlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505.100	Telephone cell	2,199.00	.00	2,199.00	95.70	.00	95.70	2,103.30	4	1,096.79
5601.100	Intra-county expense Technology services	9,896.00	.00	9,896.00	2,741.37	.00	2,741.37	7,154.63	28	8,658.23
5601.200	Intra-county expense Insurance	900.00	.00	900.00	75.00	.00	75.00	825.00	8	999.00
5601.350	Intra-county expense Highway	.00	.00	.00	.00	.00	.00	.00	+++	32.48
5601.400	Intra-county expense Copy center	300.00	.00	300.00	.00	.00	.00	300.00	0	761.86
5601.450	Intra-county expense Departmental copiers	279.00	.00	279.00	23.25	.00	23.25	255.75	8	247.00
5601.550	Intra-county expense Document center	.00	.00	.00	.00	.00	.00	.00	+++	.00
5716.100	Legal services Chargebacks	.00	.00	.00	.00	.00	.00	.00	+++	.00
5850	Contributions	78,554.00	.00	78,554.00	.00	.00	.00	78,554.00	0	65,000.00
9003	Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	20,000.00
9003.400	Transfer out Wages	.00	.00	.00	.00	.00	.00	.00	+++	.00
Operating Expenses Totals		\$101,546.00	\$0.00	\$101,546.00	\$4,380.84	\$0.00	\$4,380.84	\$97,165.16	4%	\$102,388.18
EXPENSE TOTALS		\$361,744.00	\$0.00	\$361,744.00	\$25,738.95	\$0.00	\$25,738.95	\$336,005.05	7%	\$315,138.58
Fund 100 - GF Totals										
REVENUE TOTALS		361,744.00	.00	361,744.00	29,978.67	.00	29,978.67	331,765.33	8	361,601.31
EXPENSE TOTALS		361,744.00	.00	361,744.00	25,738.95	.00	25,738.95	336,005.05	7	315,138.58



Budget by Account Classification Report

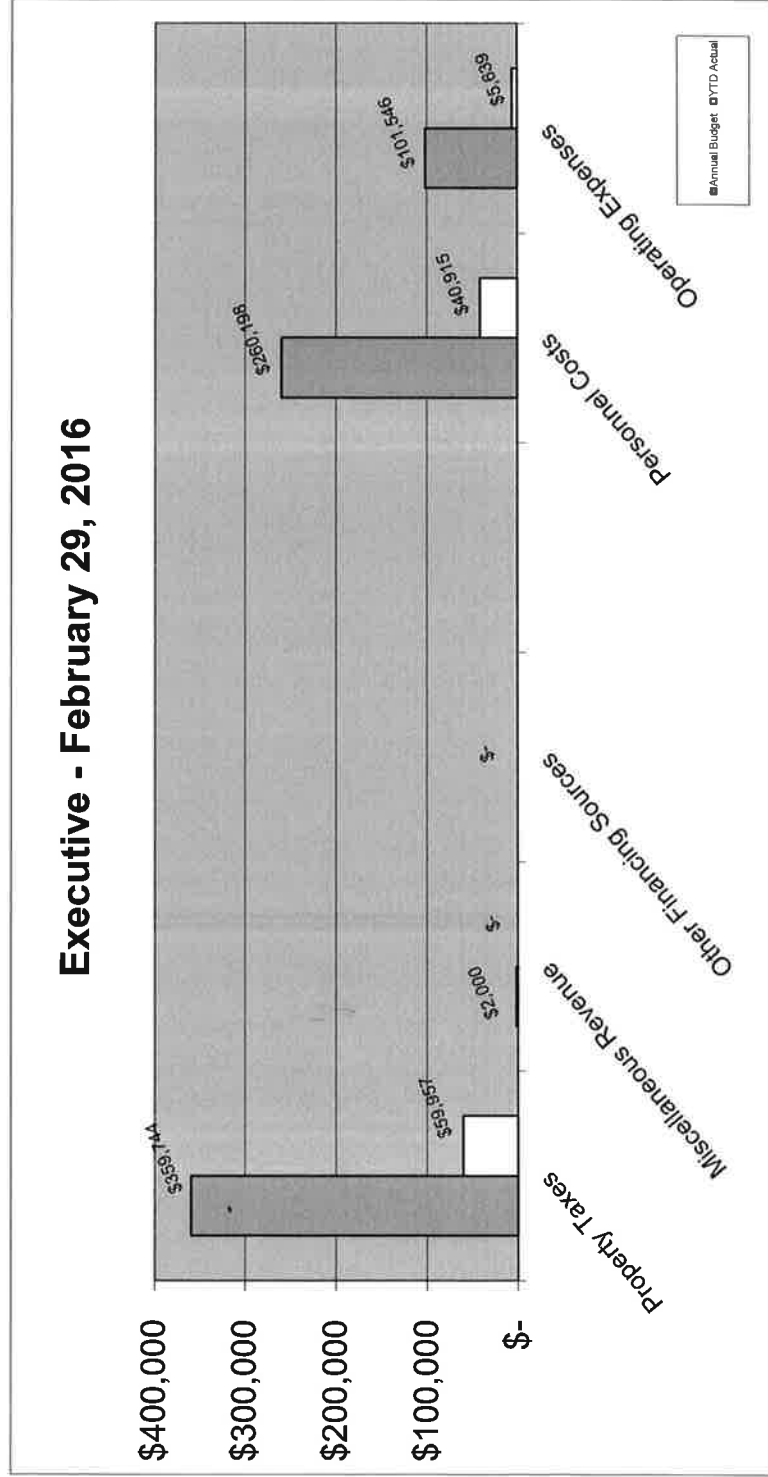
Through 01/31/16
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Fund	100 - GF Totals	Adopted Budget	Budget Amendments	Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Grand Totals													
	REVENUE TOTALS		361,744.00		.00	361,744.00		29,978.67	.00	29,978.67	331,765.33	8	361,601.31
	EXPENSE TOTALS		361,744.00		.00	361,744.00		25,738.95	.00	25,738.95	336,005.05	7	315,138.58
	Grand Totals		\$0.00		\$0.00	\$0.00		\$4,239.72	\$0.00	\$4,239.72	(\$4,239.72)		\$46,462.73

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**Brown County Executive
Budget Status Report (Unaudited)
02/29/16**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 359,744	\$ 59,957	16.7%	
Miscellaneous Revenue	\$ 2,000	\$ -	0.0%	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 260,198	\$ 40,915	15.7%	
Operating Expenses	\$ 101,546	\$ 5,639	5.6%	



18a



Budget by Account Classification Report

Through 01/31/16
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
Property taxes	359,744.00	.00	359,744.00	29,978.67	.00	29,978.67	29,978.67	329,765.33	8	358,811.00
Miscellaneous Revenue	2,000.00	.00	2,000.00	.00	.00	.00	.00	2,000.00	0	2,790.31
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$361,744.00	\$0.00	\$361,744.00	\$29,978.67	\$0.00	\$29,978.67	\$29,978.67	\$331,765.33	8%	\$361,601.31
EXPENSE										
Personnel Costs	260,198.00	.00	260,198.00	21,358.11	.00	21,358.11	21,358.11	238,839.89	8	212,750.40
Operating Expenses	101,546.00	.00	101,546.00	4,380.84	.00	4,380.84	4,380.84	97,165.16	4	102,388.18
EXPENSE TOTALS	\$361,744.00	\$0.00	\$361,744.00	\$25,738.95	\$0.00	\$25,738.95	\$25,738.95	\$336,005.05	7%	\$315,138.58
Fund 100 - GF Totals										
REVENUE TOTALS	361,744.00	.00	361,744.00	29,978.67	.00	29,978.67	29,978.67	331,765.33	8	361,601.31
EXPENSE TOTALS	361,744.00	.00	361,744.00	25,738.95	.00	25,738.95	25,738.95	336,005.05	7	315,138.58
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$4,239.72	\$0.00	\$4,239.72	\$4,239.72	(\$4,239.72)		\$46,462.73
Grand Totals										
REVENUE TOTALS	361,744.00	.00	361,744.00	29,978.67	.00	29,978.67	29,978.67	331,765.33	8	361,601.31
EXPENSE TOTALS	361,744.00	.00	361,744.00	25,738.95	.00	25,738.95	25,738.95	336,005.05	7	315,138.58
Grand Totals	\$0.00	\$0.00	\$0.00	\$4,239.72	\$0.00	\$4,239.72	\$4,239.72	(\$4,239.72)		\$46,462.73

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Budget by Account Classification Report

Through 02/29/16
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	359,744.00	.00	359,744.00	29,978.67	.00	59,957.34	299,786.66	17	358,811.00
Miscellaneous Revenue	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,790.31
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$361,744.00	\$0.00	\$361,744.00	\$29,978.67	\$0.00	\$59,957.34	\$301,786.66	17%	\$361,601.31
EXPENSE									
Personnel Costs	260,198.00	.00	260,198.00	19,556.57	.00	40,914.68	219,283.32	16	212,750.40
Operating Expenses	101,546.00	.00	101,546.00	1,258.57	.00	5,639.41	95,906.59	6	102,388.18
EXPENSE TOTALS	\$361,744.00	\$0.00	\$361,744.00	\$20,815.14	\$0.00	\$46,554.09	\$315,189.91	13%	\$315,138.58
Fund 100 - GF Totals									
REVENUE TOTALS	361,744.00	.00	361,744.00	29,978.67	.00	59,957.34	301,786.66	17	361,601.31
EXPENSE TOTALS	361,744.00	.00	361,744.00	20,815.14	.00	46,554.09	315,189.91	13	315,138.58
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$9,163.53	\$0.00	\$13,403.25	(\$13,403.25)		\$46,462.73
Grand Totals									
REVENUE TOTALS	361,744.00	.00	361,744.00	29,978.67	.00	59,957.34	301,786.66	17	361,601.31
EXPENSE TOTALS	361,744.00	.00	361,744.00	20,815.14	.00	46,554.09	315,189.91	13	315,138.58
Grand Totals	\$0.00	\$0.00	\$0.00	\$9,163.53	\$0.00	\$13,403.25	(\$13,403.25)		\$46,462.73

18a

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

April 5, 2016

Committee Meeting Date: April 11, 2016

TO: Executive Committee
FROM: Brittany Zaehring
SUBJECT: March Human Resources Report

Below is a summary of recent activities in the Human Resources Department.

Recruitment

The Human Resources Department is managing two Director level recruitments--Health Director and Corporation Counsel. We are focused on expanding our postings for these two positions beyond NEOGOV and their associated sites. The Department will seek to use additional targeted recruitment efforts as a strategy to attract talent to the County across the board in the future.

Classification & Compensation Plan

As directed at the March Executive Committee meeting, Human Resources finalized an RFP for a classification and compensation review. The Purchasing Department will be working on the official release.

Policies and Procedures

The Human Resources Department is about one-third of the way through a comprehensive gap analysis of the County's Human Resources policies, procedures, and practices. Our goal is to align our governing and operational documents with current best practices for human resources. We have also formed work groups to look at our workflow processes with the goal of recommending efficiencies and increasing productivity within the department.

Training

One of the Human Resources Department's initiatives for 2016 is to provide more supervisory training for Brown County staff. Training is a key ingredient for success of organizations and supervisors. Training:

- Provides knowledge so that supervisors can respond quickly to issues;
- Increases supervisors' confidence in their management decisions;
- Teaches supervisors different techniques to motivate staff and get the best performance; and
- Assists in improved communication between employees, supervisors, and Human Resources.

Many supervisors had positive comments about last year's Recruitment and Corrective Action training and requested training in other areas. To be responsive to that need and implement best practices in the County, Human Resources arranged for all supervisory employees to have access to free, online workplace training through the Wisconsin Municipal Mutual Insurance Company (WMMIC). Starting in 2016, Human Resources will require all County supervisory staff to complete selected trainings. Each quarter, Department Heads will receive an email listing which courses are required and the time frame for completion. All supervisory staff have been set up with accounts to access the training site. Directions may be found on the Employee Intranet—Employee Training – LocalGovU Online Training Instructions.

Human Resources used the month of March to test the tracking of the system. The trainings below were designated for March 2016:

- Handling Angry Employees (30 minutes)
- Sexual Harassment Awareness for Managers (1 hour)
- Violence in the Workplace (30 minutes)

Although Human Resources can track the completion of training online, it is best for employees to print out a copy of their completion certificate for their records and as back-up documentation. WMMIC's training catalog is more inclusive than the sessions we will require each quarter. If supervisory staff take advantage of other valuable training sessions offered by WMMIC, Human Resources will keep track of those records as well.

Q2 (April 1-June 30) trainings are as follows:

- Bullying in the Workplace (45 mins)
- Disciplinary Action and Procedures (25 mins)
- Performance Management (30 mins)

Benefits Advisory Committee (BAC)

The Human Resources Department began the process of composing the BAC as directed in March. The formation of the committee was announced to staff on March 1st and employee interest forms were due March 11th. The Ordinance calls for six employee representatives to be elected from departments representing each oversight committee and six representatives to be appointed by the Human Resources Director. The chart at the end of this report summarizes the results of the formation/election process to-date. Because of the April 5th Elections, the appointed positions will be named once we can determine a representative from the Board of Supervisors. Human Resources will coordinate the first meeting of the committee within 30 days of the County Board of Supervisor's representative being named.

Insurance

On March 29, 2016, Human Resources signed off on ACA reporting forms 1094 and 1095. These forms required that the County report on each employee who had insurance coverage in 2015. The report deadline was March 31, 2016. A cross-functional team from Benefits, Payroll, Administration and Technology Services worked for many months on this project. Our vendor, Hawkins Ash, also assisted greatly and mailed form 1095C to employees on March 30, 2016.

The Director has established standing meetings with our major health insurance vendors to review costs, trends, manage risk and remain in compliance with the ever-changing federal reporting guidelines.

Overtime

The final proposed Department of Labor (DOL) regulations recommending revision to the Fair Labor Standards Act regulations were sent to the Office of Management and Budget (OMB) in March. The proposed rules recommend setting the salary threshold for exempt employees at \$50,440, up from the current \$23,660 annually. More employees may be considered eligible for overtime in the future as the salary level threshold rises and is adjusted for inflation. The proposed changes could possibly take effect within 60 days of OMB's review, which could take as long as several months or a few short weeks. Administration and Human Resources are running reports to determine what impact the proposed changes may have on the County budget and employee classifications.

Wellness

Details of the Personal Health Assessments (PHA) and Reasonable Alternative Standards (RAS) program for 2016 are final and will be communicated to employees during the first week of April. Employees participate in the RAS program to improve their Personal Health Assessment (PHA) scores and earn additional HRA dollars.

Stress management seminars offered by the Employee Resource Center (ERC) are back again for 2016. Seminars will begin in late April. Employees can earn Wellness Incentives, \$25 per session, maximum \$75, toward their HRA accounts, for course completion.

In 2015, a big concern of employees was the difficulty they had determining the accuracy of their HRA deposits because quarterly and/or monthly deposits were made as a lump sum with limited descriptions on when incentives were earned and by whom. After working for several months with our vendor, EBC, we're adding coded deposit entries. Employees will now be able to identify what wellness incentive the deposit contains, as well as whether or not it was their incentive or their spouses'. Starting with the deposit in April, employees will see the following codes:

First Quarter (Q1) Deposit
Second Quarter (Q2) Deposit
Third Quarter (Q3) Deposit
Fourth Quarter (Q4) Deposit
Annual Exam – EE
Annual Exam – SP
Dental Cleaning – EE
Dental Cleaning – SP
Wellness Coaching – EE
Wellness Coaching – SP
Stress Seminars – EE
Stress Seminars – SP
First Quarter (Q1) RAS Adjustment
Second Quarter (Q2) RAS Adjustment
Third Quarter (Q3) RAS Adjustment
Fourth Quarter (Q4) RAS Adjustment

Also new in 2016, deposits for RAS completion will be made on a quarterly basis to align with other wellness deposits.

Safety

March was a good month for Brown County Safety with only 11 incidents reported as of March 30, 2016. Unfortunately, six of those incidents required medical treatment.

A six year look back of worker's compensation claims was accomplished to help identify trends for budgeting. We have identified some discrepancies in our Worker's Compensation position classifications, and have corrected them for the 2017 Position Budgeting process.

Cc: Troy Streckenbach, County Executive

BENEFITS ADVISORY COMMITTEE 2016-2018

Administration	Education and Recreation	Executive	Human Services	Planning, Development and Transportation	Public Safety
Jason Carivou, Treasurer's Office , won the election. Received 48 votes.	Louise Pfothhauer, Museum , was appointed by HR Director. No eligible employee completed an interest form by the deadline. Pfothhauer's form was received late.	Vacant. No eligible employee expressed an interest.	Kathy Radue, Human Services , won the election. Received 45 votes.	Michael Keon, Public Works , was the only eligible candidate that showed an interest.	Renee Ruiz, Public Safety/Communications , was the only eligible candidate that showed an interest.
Beth Rodgers, Technology Services, was the other candidate on this ballot; Received 20 votes.			There were three other candidates on this ballot. Tammy Christensen-18 votes; Josh Harkins-30 votes; and Cynthia Pfeffer-33 votes.		

BROWN COUNTY TREASURER'S OFFICE
MONETARY RECEIPTS, DISBURSEMENTS
AND DEPOSITS REVIEW

PERFORMED BY:
DAN PROCESS
BROWN COUNTY INTERNAL AUDITOR

MARCH 2016

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
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GREEN BAY, WISCONSIN 54305-3600
Phone (920) 448-4014 Fax (920) 448-6221
E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

March 31, 2016

Mr. Tom Lund
Executive Committee – Chair
305 E. Walnut Street
Green Bay, WI 54301

Dear Chairperson Lund:

I have completed a review of the internal controls surrounding Monetary Receipts, Disbursements and Deposits within the Brown County Treasurer's Office. The attached report includes the scope of the review, background information, fieldwork completed and the findings and recommendations made. Management responses have also been incorporated into the report.

This report has been shared with Paul Zeller, Brown County Treasurer. Mr. Zeller has been allowed to review the report with staff and has subsequently provided responses to the findings and recommendations made. This report has also been distributed for review to Troy Streckenbach, County Executive, Chad Weininger, Director of Administration and David Ehlinger, Finance Director – Administration.

Discussion of this report will be placed on the agenda for the Monday, April 11, 2016, Executive Committee meeting.

I would like to express my appreciation for the cooperation and assistance provided throughout the audit from Mr. Zeller and the entire Treasurer's Office staff.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Dan Process", is written over a light blue horizontal line.

Dan Process
Internal Auditor

CC: Executive Committee
Paul Zeller, Brown County Treasurer
Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
David Ehlinger, Finance Director – Administration

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Scope

The scope of the Monetary Receipts, Disbursements and Deposits Review was intended to identify and assess the internal controls over cash handling activities within the Brown County Treasurer's Office. Efforts to ensure accuracy and/or improve efficiencies were also considered during the review.

Background

In 2015, the Brown County Treasurer contacted the Internal Auditor to discuss the cash handling responsibilities within the Treasurer's Office. The Treasurer's initial inquiries revolved around internal controls and best practices, which led to a discussion surrounding Brown County's Monetary Receipts, Disbursements and Deposits Policy. An audit request by the Treasurer followed this discussion.

Based on the Treasurer's request and position placement (elected to position in November 2014) a review of the cash handling duties was agreed upon. A timeframe that allowed for both observation and testing associated with tax collection activities was chosen.

Fieldwork

The following activities were conducted in order to assist in the identification and evaluation of internal controls:

- Interviews with staff members responsible for cash handling duties, including; collection activities, receipt generation, deposit preparation, mail opening procedures, reconciliation activities and check printing arrangements.
- Review and evaluation of the policies and procedures used to support monetary receipts, disbursements and deposit activity.
- Observations and testing associated with collection activities, receipt generation, deposit preparation, mail opening procedures, reconciliation activities and check printing arrangements.

Findings and Recommendations

The findings and recommendations noted during the review are presented below. While no material internal control weaknesses were identified, these recommendations reflect an opportunity for the Treasurer's Office to strengthen existing controls. Management responses have been incorporated into the report.

Finding #1

Issue: Access to cash drawers was not restricted.

Criteria: Current policies/procedures require that each Account Clerk be assigned a separate cash drawer to be utilized by only that employee and kept locked during the Clerk's absence (i.e., Treasurer's Cash Handling Deposits).

In addition, Administrative Policy A-10 Monetary Receipts, Disbursements and Deposits states "If a cash register is in use, only one person should have access to each register/drawer during a shift, with the exception of the Department Head or supervisor/manager, who may have access to all drawers. Each employee is ultimately responsible for all monetary receipts and disbursements that are processed through his/her assigned register/drawer".

Condition: One of the primary activities conducted within the Treasurer's Office is the collection of property taxes. All departmental employees are authorized to receive money from the public, including temporary personnel employed during peak tax collection periods.

Three (3) cash drawers have been established for use at the main counter. While each cash drawer is assigned to a specific employee, access was not restricted to that employee. Internal Audit noted that during peak tax collection periods, multiple employees may utilize any one of these three (3) drawers to process property tax payments. In addition, cash drawers were kept unlocked and accessible to all employees throughout the workday.

Recommendation: Management should adhere to the internal controls established within existing departmental and county policies/procedures by restricting access to each cash drawer to one individual. Staff should also utilize readily available locks found on each cash drawer to restrict access when away from their workstation.

Management Response: Management agrees (partially) with recommendation. All cash drawers have received new special security cylinders with High Security "keys" that can only be removed from the drawer cylinder if the drawer is in the locked position. Key cylinder replacement was performed on December 21, 2015. In addition, each staff member has been assigned a drawer and is responsible for their cash as assigned. Targeted implementation date: April 30, 2016.

Note: Management has requested a variance from restricting cash drawer access to one individual during peak tax collection periods. Variance request approval is based on the following mitigating controls in place:

- *Most "in person" transactions are processed by one of the three employees assigned to a cash drawer.*
- *Individual employee userids and passwords add accountability to each transaction processed.*
- *Transactions are conducted in the open and visible to the public and other employees.*
- *The department is under camera surveillance.*
- *Receipts are provided to each customer for each transaction completed.*
- *A majority of the money received is in the form of a check written to Brown County.*

See Variance Request for additional details.

Finding #2

Issue: Dual control over money received through the mail was not maintained nor was a listing of money received prepared.

Criteria: Administrative Policy A-10 Monetary Receipts, Disbursements and Deposits states the following: "In departments where money is regularly received through the mail, at least two individuals should witness the opening of the mail and counting of the money. The individuals receiving money via mail shall compile an on-going listing of money received each day, to assist in the reconciling of the day's receipts. This list should include the date received, name of payee, check number and amount and the initials of the employee(s) logging the check".

Condition: On a daily basis, mail is either delivered to the Treasurer's Office or picked-up by a single employee and opened in a room set apart from other employees. Contingent on the volume received, mail is either handled solely by this individual or distributed to staff for processing. A listing of money received through the mail was not prepared or maintained.

Recommendation: Management should adhere to the internal controls established within existing county policies/procedures. This includes the implementation of procedures to ensure that dual control over mail opening activities are maintained at all times. This could be achieved by ensuring that all mail opening activities are conducted in the open and in the presence of other employees within the department. A list of money received through the mail should also be prepared and maintained.

Management Response: Management agrees (partially) with recommendation. Mail opening equipment will be moved to a location that ensures visibility by all employees. If relocation is not feasible, a camera will be installed in the equipment room and mail opening activities periodically reviewed for impropriety. Targeted implementation date: June 30, 2016.

Note: Management has requested a variance from the creation of an on-going listing of money received through the mail. Variance request approval is based on the following mitigating controls in place:

- *Department layout will ensure that mail opening procedures are in plain view of other employees.*
- *Virtually all money received through the mail is in the form of a check written to Brown County.*
- *A system generated report listing the transactions processed is currently produced and used to support each deposit.*
- *The department is under camera surveillance.*

See Variance Request for additional details.

Finding #3

Issue: Dual control over tax payments received via drop box was not maintained nor was a listing of money received prepared.

Criteria: Administrative Policy A-10 Monetary Receipts, Disbursements and Deposits states "When money is collected from a vending machine or drop box, at least two individuals should witness the collection and counting of money. An on-going list of collections should be compiled each day to assist with the preparation of the day's deposit. This list should include the vending machine/drop box location, date collected, amount collected and initials of the employee(s) collecting the money".

Condition: As a convenience to the taxpayer, The Brown County Treasurer's Office maintains a drop box for the purpose of collecting property tax payments during non-business hours.

On a daily basis, a single employee is responsible for opening and retrieving the items in this drop box. A listing of the money received through this drop box was not prepared or maintained.

Recommendation: Management should adhere to the internal controls established within existing county policies/procedures. This includes the implementation of procedures to ensure that dual control over drop box collection is maintained at all times. This could be achieved by ensuring that two individuals participate in the collection of drop box material and that subsequent mail opening activities are conducted in the open and in the presence of other employees within the department. A list of money received through the drop box should also be prepared and maintained.

Management Response: Management agrees (partially) with recommendation. Going forward, two employees from the Treasurer's office will be responsible for opening and retrieving items placed in the drop box. Targeted implementation date: April 30, 2016.

Note: Management has requested a variance from the creation of an on-going listing of money received through this drop box. Variance request approval is based on the following mitigating controls in place:

- *Drop box is under limited camera surveillance.*
- *Virtually all money received through the drop box is in the form of a check written to Brown County.*
- *A system generated report listing the transactions processed is currently produced and used to support each deposit.*
- *The department is under camera surveillance.*

See Variance Request for additional details.

Finding #4

Issue: Access over blank deposit slips was not adequately controlled. In addition, deposit slips were not pre-numbered.

Criteria: Administrative Policy A-10 Monetary Receipts, Disbursements and Deposits indicate that "Blank deposit slips shall be kept in a locked filing cabinet, with access restricted to the individual(s) designated to prepare the deposit. When possible, deposit slips should be pre-numbered and used in numerical order".

Condition: Employees within the Treasurer's Office are responsible for preparing deposits on a daily basis to reflect collection activities within the department. To facilitate this process, each employee maintains a supply of deposit slips (i.e., booklet) at their desk.

During the review, Internal Audit determined that deposit slips were kept unsecured on the employee's desk or in an unlocked drawer. Deposit slips were also not pre-numbered.

Note: Each workstation contains at least one lockable filing cabinet, however, the appropriate keys to implement this control were lacking in some instances.

Recommendation: Management should strengthen existing controls by ensuring that available security measures (lockable filing cabinets) are functional and utilized as intended. This practice will restrict deposit slip access and reduce account information availability. In addition, management should consider the use of pre-numbered deposit slips when ordering deposit slips in the future.

Management Response: Management agrees with recommendation. The Treasurer's Staff researched the availability of sequentially numbered deposit slips with ULID (unique identifier) numbers. This product was not available from the County's long-time supplier JPMorgan Chase. However, a different supplier (Deluxe) was contacted and agreed to number deposit slips sequentially and to identify the deposit source (i.e., department). This enhancement should help to facilitate the monthly reconciliation process. Also, by utilizing a promotional coupon (50%) a decision was made to provide and pay for all department deposit slips that send their deposits to the Treasurer's department. All deposit slips held in the Treasurer's office are kept in a locked desk drawer or the vault. Targeted implementation date: April 30, 2016.

Finding #5

Issue: Access over blank check stock was not adequately controlled. In addition, the register used to document check stock usage contained errors.

Criteria: Administrative Policy A-10 Monetary Receipts, Disbursements and Deposits states "All blank checks shall be kept in a locked location, with access limited to individuals who are authorized to draft checks".

Condition: The Treasurer's Office is responsible for the safekeeping of the blank check stock used in association with Accounts Payable. These checks are also printed within the Treasurer's Office to restrict access. During the review, Internal Audit noted that the blank check stock is kept in an unlocked area that is easily accessible during non-business hours.

To account for each check printed, the Treasurer's Office maintains a register to record the beginning and ending check numbers printed and the beginning and ending control numbers pre-printed on the check stock. The number of checks printed should agree with the number of check stock utilized.

Internal Audit reviewed the activity reflected within this register from January 29, 2015 through July 30, 2015, for accuracy. Based on this review the following discrepancies were noted:

Check Number			Control Number			Comments
Beg.	End.	Total	Beg.	End.	Total	
52,313	52,640	328				Check number sequence not reflected on log.
			148,301	148,628	328	Control number sequence not reflected on log.

Check Number			Control Number			Comments
Beg.	End.	Total	Beg.	End.	Total	
114,562	114,865	304				Check number sequence not reflected on log.
			152,966	153,293	328	Control number sequence not reflected on log.

In each case noted above it appears that the check and control numbers were not documented on the register. In addition, the number of checks printed (304), based on beginning and ending check numbers, did not agree with the check stock used (328) in the latter case noted. No information was documented on the register to account for this difference. Internal Audit also noted several instances in which the issuance of the control number sequence was not maintained, thus making blank check stock usage difficult to verify.

Note: Per review of the County's financial system, Internal Audit was able to verify that both check runs (52,213 through 52,640 and 114,562 through 114,865) were created.

Recommendation: Management should strengthen existing controls over blank check stock by securing check stock in a locked room and restricting access to Treasury department employees only. Management should also consider modifying the register used to record check usage to include an area for the initials of the individual recording stock usage and for comments to address potential exceptions (e.g., voided checks, out of sequence issuance, etc.). To further strengthen this control, an independent review should be performed periodically to verify the registers accuracy and to ensure that blank check stock is used sequentially.

Management Response: Management agrees with recommendation. The Treasurer's Department has strengthened existing controls over blank check stock by securing AP check stock in the Vault Room. Access, via keypad, is now restricted to Treasurer Staff only.

In addition, management and the Financial Specialist will modify the register used to record check usage to include a column for the initials of the individual recording stock usage and a column for comments to address potential exceptions (e.g., voided checks, out of sequence issuance, etc.). To further strengthen this control, an independent review will be performed by the Treasurer or Deputy Treasurer to verify the register's accuracy and to ensure that blank check stock is used sequentially. Targeted implementation date: April 30, 2016.

Finding #6

Issue: Cash on Hand was changed without Administration's knowledge or authorization.

Criteria: Best Practices/Robust Internal Controls

Condition: In conjunction with the Treasurer's Office, the Administrative department should be responsible for determining and authorizing the appropriate Cash on Hand requirements for operations within the Treasurer's Office.

Internal Audit noted that Administrative records indicated that the amount of Cash on Hand established/approved for the Treasurer's Office was different than what the Treasurer's Office was maintaining. During the review, it was determined that funds from an "extra" drawer were transferred equally to each of the authorized cash drawers. This "extra" drawer (unrecorded) had been created to account for under/overpayments received and for ensuring that each authorized cash drawer balanced daily. This transfer of funds was not communicated to or authorized by Administration.

Note: Per County ordinance, overpayments under \$2.00 do not have to be refunded to the customer unless a written request is received within 60 days of the original payment date.

Recommendation: Administration should develop and implement a written policy/procedure to guide the County in establishing a Cash on Hand fund within departments. (*Note: Utilization of existing Administrative Policy A-6: Petty Cash Funds should be considered in developing this policy/procedure.*)

In addition, while the difference between Administration and the Treasurer's Cash on Hand records were immaterial management should develop and implement procedures to ensure that specialized funds are held to the same standards (internal controls) as other funds maintained within the department. Management should also consider the establishment of a separate cash over/short account to account for payments received in excess/under \$2.00. Implementation of these practices would help to ensure that adequate internal controls are in place over all cash funds.

Management Response (Administration): Management agrees with recommendation. A Cash on Hand policy will be developed and implemented by Administration to guide Brown County Departments in the establishment of Cash on Hand. Targeted implementation date: June 30, 2016.

Management Response (Treasurer): Management agrees with recommendation. Administration has been contacted to ensure that the Treasurer's Cash on Hand records now agree with Administration. In addition, the Treasurer, working in conjunction with Administration, will establish a separate cash over/short account to record all overages/shortages. Elimination of the "extra" cash drawer will also occur. Targeted implementation date: April 30, 2016.

Conclusion

Based on testing performed, it appears that the internal controls over cash handling activities could be strengthened within the Brown County's Treasurer's Office. By implementing the above recommendations, management recognizes the benefits of these controls and the overall enhancements to the internal control environment.

Brown County Board of Supervisors

Internal Audit

Budget Status Report (Unaudited)

12/31/15

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 551,908	\$ 551,908	100.0%	
Public Charges	\$ 100	\$ 117	116.9%	(1)
Miscellaneous Revenue	\$ -	\$ 450	#DIV/0!	(2)
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 413,576	\$ 415,841	100.5%	(3)
Operating Expenses	\$ 138,432	\$ 133,122	96.2%	(4)

Comments:

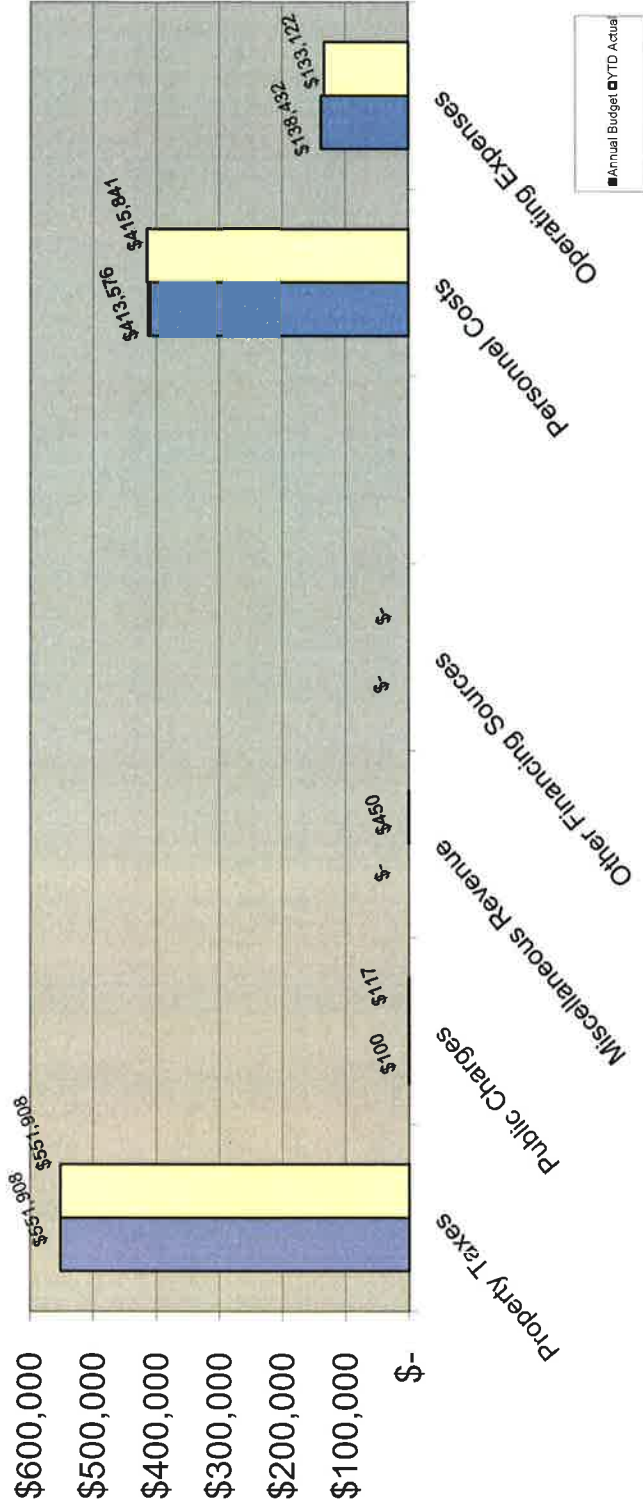
(1) Public Charges - This represents promotional items sold to benefit Veterans. Oversight provided by the Veterans' Recognition Subcommittee.

(2) Miscellaneous Revenue - This represents a donation received to benefit Veterans. Oversight provided by the Veterans' Recognition Subcommittee.

(3) Personnel Costs - Unfavorable variance is partially attributed to overtime exceeding budgeted amount by approximately \$380. However, this was offset by utilizing less Contracted Services in 2015 (\$285) versus budgeted (\$2,500), which is part of the overall favorable variance reflected within Operating Expenses.

(4) Operating Expenses - Favorable variance is mainly attributed to less spending than budgeted within Intra-County Expenses Technology Services (\$1,100), Intra-County Expenses Copy Center (\$1,500) and Contract Services (\$2,200).

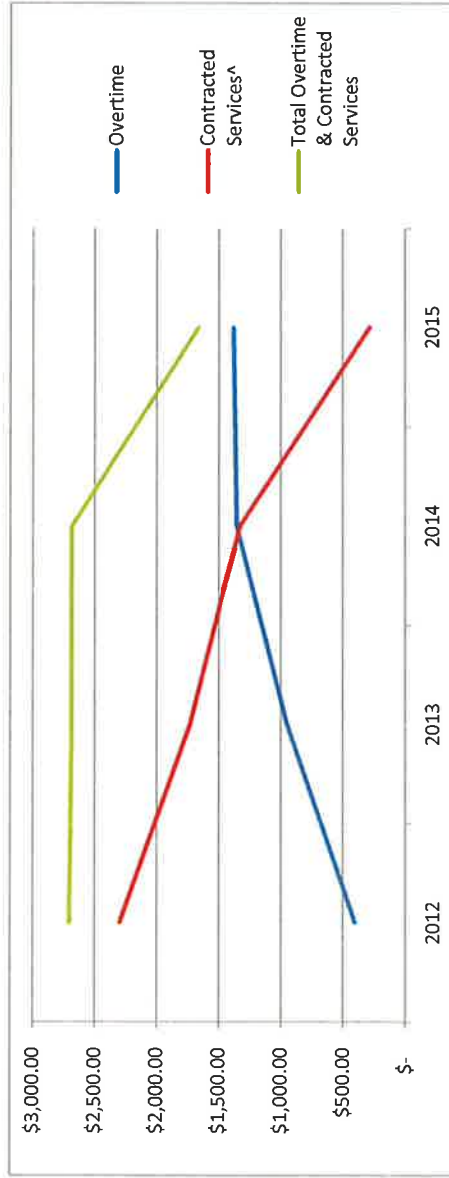
Board of Supervisors - December 31, 2015



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Overtime & Contracted Services	2012	2013	2014	2015
Overtime	\$ 403.82	\$ 952.97	\$ 1,356.02	\$ 1,383.40
Contracted Services^	\$ 2,300.00	\$ 1,735.00	\$ 1,330.00	\$ 285.00
Total Overtime & Contracted Services	\$ 2,703.82	\$ 2,687.97	\$ 2,686.02	\$ 1,668.40

^ Outside professional (secretarial) services.





Board of Supervisors

Through 12/31/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Fund	100 - GF	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/	Rec'd	Prior Year Total
REVENUE														
<i>Property taxes</i>														
4100	General property taxes			.00	.00	551,908.00	45,992.37		.00	551,908.00	.00	100	100	552,067.00
	<i>Property taxes Totals</i>			\$0.00	\$0.00	\$551,908.00	\$45,992.37		\$0.00	\$551,908.00	\$0.00	100%	100%	\$552,067.00
<i>Public Charges</i>														
4601	Sales			.00	.00	100.00	59.05		.00	116.87	(16.87)	117	117	134.52
	<i>Public Charges Totals</i>			\$0.00	\$0.00	\$100.00	\$59.05		\$0.00	\$116.87	(\$16.87)	117%	117%	\$134.52
<i>Miscellaneous Revenue</i>														
4900	Miscellaneous			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00
4901	Donations			.00	.00	.00	300.00		.00	450.00	(450.00)	+++	+++	422.00
	<i>Miscellaneous Revenue Totals</i>			\$0.00	\$0.00	\$0.00	\$300.00		\$0.00	\$450.00	(\$450.00)	+++	+++	\$422.00
<i>Other Financing Sources</i>														
9000	Carryover			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00
9002	Transfer in			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00
9002.200	Transfer in HR			.00	.00	.00	.00		.00	.00	.00	+++	+++	2,744.90
9004	Intrafund Transfer In			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00
	<i>Other Financing Sources Totals</i>			\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	+++	\$2,744.90
REVENUE TOTALS														
				\$552,008.00	\$0.00	\$552,008.00	\$46,351.42		\$0.00	\$552,474.87	(\$466.87)	100%	100%	\$555,368.42
EXPENSE														
<i>Personnel Costs</i>														
5100	Regular earnings			342,374.00	.00	342,374.00	34,565.17		.00	330,249.34	12,124.66	96	96	331,716.51
5100.998	Regular earnings Budget only			3,199.00	.00	3,199.00	.00		.00	.00	3,199.00	0	0	.00
5102	Paid leave earnings			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00
5102.100	Paid leave earnings Paid Leave			.00	.00	.00	970.15		.00	8,662.00	(8,662.00)	+++	+++	5,782.47
5102.200	Paid leave earnings Personal			.00	.00	.00	832.80		.00	2,031.03	(2,031.03)	+++	+++	2,002.82
5102.300	Paid leave earnings Casual			.00	.00	.00	2,541.88		.00	2,541.88	(2,541.88)	+++	+++	2,504.33
5102.400	Paid leave earnings Sick			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00
5102.500	Paid leave earnings Holiday			.00	.00	.00	2,031.00		.00	4,062.00	(4,062.00)	+++	+++	4,002.00
5102.600	Paid leave earnings Other (funeral, jury duty, etc)			.00	.00	.00	.00		.00	147.88	(147.88)	+++	+++	.00
5102.999	Paid leave earnings Accrual			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00
5103	Premium			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00
5103.000	Premium Overtime			1,000.00	.00	1,000.00	.00		.00	371.43	628.57	37	37	830.06
5103.100	Premium Comp time			.00	.00	.00	1,011.97		.00	1,011.97	(1,011.97)	+++	+++	525.96
5103.200	Premium Shift differential			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00
5103.300	Premium Holiday			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00
5109.100	Salaries reimbursement Short term disability			.00	.00	.00	.00		.00	(2,218.25)	2,218.25	+++	+++	.00
5110	Fringe benefits			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00
5110.100	Fringe benefits FICA			25,237.00	.00	25,237.00	3,125.73		.00	25,955.92	(718.92)	103	103	25,913.45
5110.110	Fringe benefits Unemployment compensation			330.00	.00	330.00	56.99		.00	432.45	(102.45)	131	131	583.99
5110.199	Fringe benefits Back pay fringe			.00	.00	.00	.00		.00	.00	.00	+++	+++	.00

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Board of Supervisors

Through 12/31/15
Prior Fiscal Year Activity Included
Detail Listing

Account Fund	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Total
100 - GF										
EXPENSE										
Personnel Costs										
5110.200	Fringe benefits Health Insurance	27,530.00	.00	27,530.00	2,432.48	.00	29,189.76	(1,659.76)	106	29,189.76
5110.210	Fringe benefits Dental Insurance	2,402.00	.00	2,402.00	200.12	.00	2,401.44	.56	100	2,401.44
5110.220	Fringe benefits Life Insurance	334.00	.00	334.00	.54	.00	307.92	26.08	92	360.84
5110.230	Fringe benefits LT disability insurance	495.00	.00	495.00	41.86	.00	490.14	4.86	99	495.00
5110.235	Fringe benefits Disability Insurance	880.00	.00	880.00	77.00	.00	880.00	.00	100	880.08
5110.240	Fringe benefits Workers compensation insurance	378.00	.00	378.00	26.00	.00	378.00	.00	100	375.96
5110.300	Fringe benefits Retirement	9,214.00	.00	9,214.00	1,273.30	.00	8,946.25	267.75	97	9,473.47
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198	Fringe benefits - Budget only	203.00	.00	203.00	.00	.00	.00	203.00	0	.00
Personnel Costs Totals		\$413,576.00	\$0.00	\$413,576.00	\$49,186.99	\$0.00	\$415,841.16	(\$2,265.16)	101%	\$417,038.14
Operating Expenses										
5300	Supplies	.00	.00	.00	.00	.00	28.16	(28.16)	+++	26.97
5300.001	Supplies Office	1,000.00	.00	1,000.00	5.99	.00	824.30	175.70	82	529.93
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	+++	.00
5300.004	Supplies Postage	2,900.00	.00	2,900.00	60.98	.00	3,063.89	(163.89)	106	2,691.85
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	.00	.00	.00	.00	.00	.00	.00	+++	.00
5305	Dues and memberships	32,778.00	.00	32,778.00	2,437.33	.00	32,778.00	.00	100	32,773.00
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	.00	.00	.00	.00	+++	.00
5310	Advertising and public notice	.00	.00	.00	.00	.00	.00	.00	+++	.00
5330	Books, periodicals, subscription	.00	.00	.00	.00	.00	.00	.00	+++	.00
5335	Software/Licenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340	Travel and training	3,000.00	.00	3,000.00	200.56	.00	2,831.86	168.14	94	3,020.47
5365	Special events	1,000.00	.00	1,000.00	.00	.00	848.31	151.69	85	519.12
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
5393	Ethics board	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505.100	Telephone cell	.00	.00	.00	.00	.00	.00	.00	+++	.00
5601.100	Intra-county expense Technology services	11,887.00	.00	11,887.00	1,214.86	.00	10,759.93	1,127.07	91	10,764.93
5601.200	Intra-county expense Insurance	973.00	.00	973.00	82.00	.00	973.00	.00	100	984.96
5601.400	Intra-county expense Copy center	4,000.00	.00	4,000.00	58.16	.00	2,468.89	1,531.11	62	3,329.29
5601.450	Intra-county expense Departmental copiers	845.00	.00	845.00	70.38	.00	845.00	.00	100	845.00
5601.550	Intra-county expense Document center	249.00	.00	249.00	(9.34)	.00	115.82	133.18	47	.00
5700	Contracted services	2,500.00	.00	2,500.00	.00	.00	285.00	2,215.00	11	1,330.00
5706	Temporary replacement help	.00	.00	.00	.00	.00	.00	.00	+++	.00
5708	Professional services	.00	.00	.00	.00	.00	.00	.00	+++	.00
5714	Accounting and auditing	77,300.00	.00	77,300.00	4,000.00	.00	77,300.00	.00	100	76,200.00

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Board of Supervisors

Through 12/31/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
EXPENSE											
Operating Expenses											
5716.100	Legal services Chargebacks	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Operating Expenses Totals	\$138,432.00	\$0.00	\$138,432.00	\$8,120.92	\$0.00	\$133,122.16	\$5,309.84	\$5,309.84	96%	\$133,015.52
	EXPENSE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$57,307.91	\$0.00	\$548,963.32	\$3,044.68	\$3,044.68	99%	\$550,053.66
Fund 100 - GF Totals											
	REVENUE TOTALS	552,008.00	.00	552,008.00	46,351.42	.00	552,474.87	(466.87)	(466.87)	100	555,368.42
	EXPENSE TOTALS	552,008.00	.00	552,008.00	57,307.91	.00	548,963.32	3,044.68	3,044.68	99	550,053.66
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$10,956.49)	\$0.00	\$3,511.55	(\$3,511.55)	(\$3,511.55)		\$5,314.76
Grand Totals											
	REVENUE TOTALS	552,008.00	.00	552,008.00	46,351.42	.00	552,474.87	(466.87)	(466.87)	100	555,368.42
	EXPENSE TOTALS	552,008.00	.00	552,008.00	57,307.91	.00	548,963.32	3,044.68	3,044.68	99	550,053.66
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$10,956.49)	\$0.00	\$3,511.55	(\$3,511.55)	(\$3,511.55)		\$5,314.76

20b

Brown County Board of Supervisors (Veterans' Recognition Subcommittee)

Internal Audit

Budget Status Report (Unaudited)

12/31/15

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ -	\$ -		
Public Charges	\$ 100	\$ 117	116.9%	(1)
Miscellaneous Revenue	\$ -	\$ 450	#DIV/0!	(2)
Other Financing Sources	\$ -	\$ -		
Personnel Costs	\$ -	\$ -		
Operating Expenses (Special Events)	\$ 1,000	\$ 848	84.8%	(3)

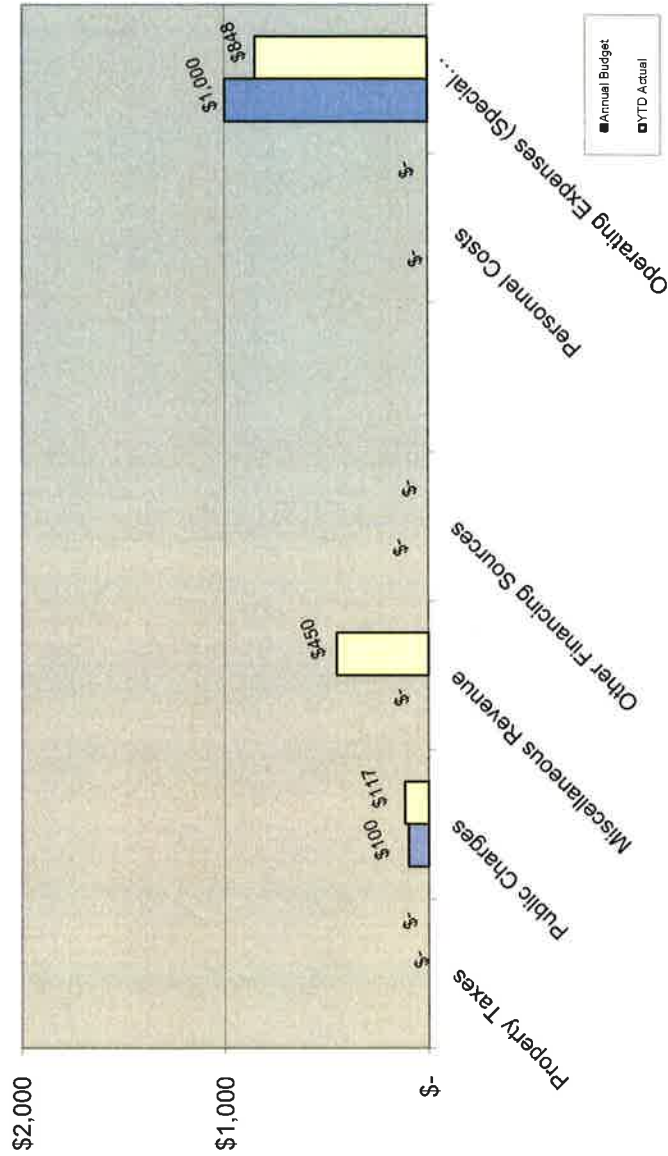
Comments:

(1) Public Charges - This represents promotional items sold to benefit Veterans.

(2) Miscellaneous Revenue - This represents a donation received to benefit Veterans.

(3) Operating Expenses (Special Events) - Activity mainly represents expenditures affiliated with events held at the Brown County Fair to recognize Veterans.

**Board of Supervisors
(Veterans' Recognition Subcommittee)
December 31, 2015**



<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>
<u>Administration</u>			
Professional Services	100.032.030.5708	Professional services - accounting	15,684
Temporary Replacement Help	100.032.030.5706	Financial system implementation	39,900
			55,584
<u>Board of Supervisors</u>			
Donations	100.006.001.5365	Private donations for veterans recognitions	450
<u>Corporation Counsel</u>			
Legal Services	100.016.001.5716	Outside counsel needed to assist Corporation Counsel and Human Resources	73,193
<u>Human Resources</u>			
Salaries Reimbursement	100.064.001.5109	Casual payouts	128,000 *estimated
Special Events Lean	100.064.001.5365.001	Continuation of Lean projects	565
Professional Services	100.064.001.5708	Roll out of training modules not accomplished in 2015	26,992
Contracted Services	100.064.001.5700	Wage comparability review	19,974
			175,531
<u>Workers Compensation Insurance Fund</u>			
Supplies	762.064.036.5300	Safety and training related items for 2016	12,303
<u>Casualty Insurance Fund</u>			
Professional Services	751.064.034.5708	PCI consultant for verification of compliance	15,000
<u>Time and Attendance Capital Project</u>			
	422.032.XXXX	Continuation of project implementation - Kronos	138,890 *estimated
<u>Financial System Capital Project</u>			
	423.032.430.XXXX	Continuation of financial system implementation - Logos	273,131 *estimated

Signature _____

Date	Particulars	Debit	Credit
2019			
Jan 1	Balance b/d		1000
Jan 15	By Cash	500	
Jan 20	To Cash		200
Jan 25	By Cash	300	
Jan 30	To Cash		100
Feb 5	By Cash	400	
Feb 10	To Cash		150
Feb 15	By Cash	250	
Feb 20	To Cash		100
Feb 25	By Cash	350	
Feb 28	To Cash		150
Total		2000	2000

These are the available funds at this time. They may be changed for any audit or adjusting entries.

Brown County Board of Supervisors

Internal Audit

Budget Status Report (Unaudited)

02/29/16

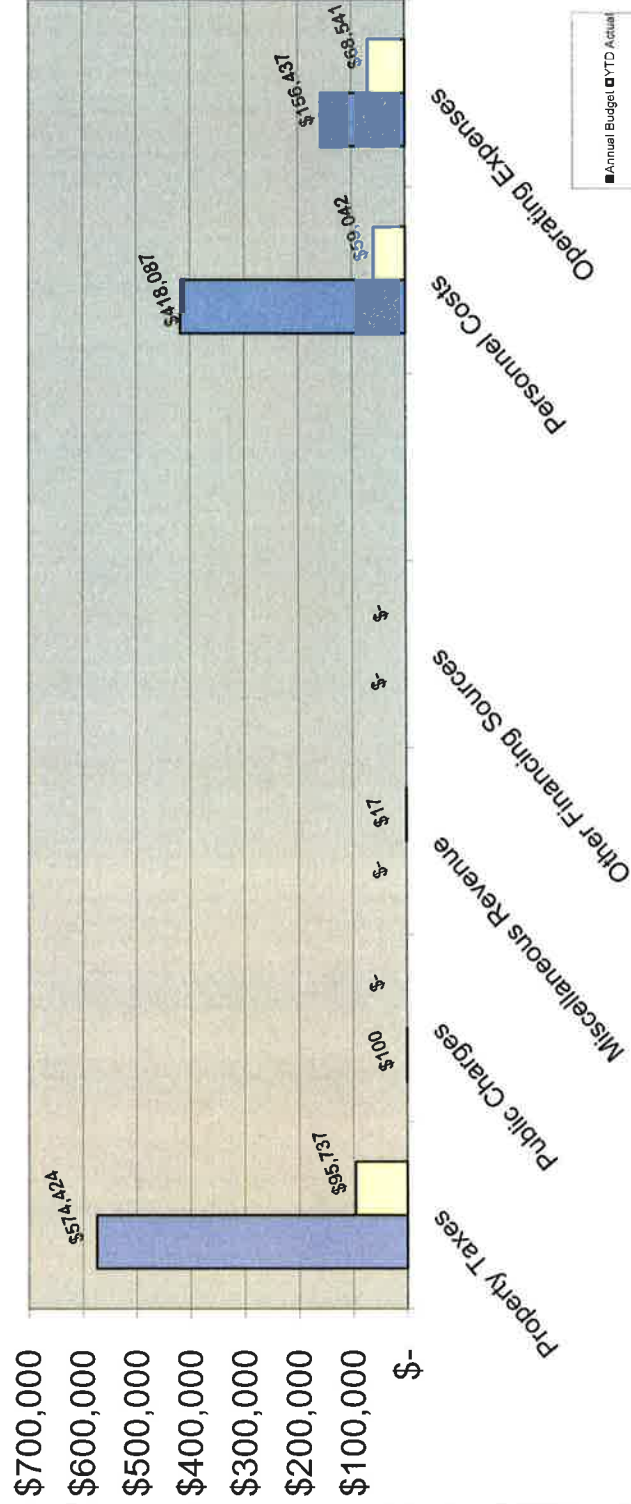
	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 574,424	\$ 95,737	16.7%	
Public Charges	\$ 100	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ 17	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 418,087	\$ 59,042	14.1%	(1)
Operating Expenses	\$ 156,437	\$ 68,541	43.8%	(2)

Comments:

(1) Personnel Costs - As of 02/29/16, Overtime incurred equals \$617.46.

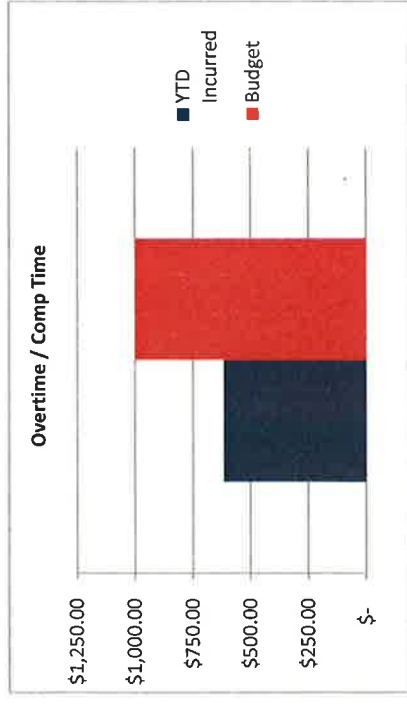
(2) Operating Expenses - YTD totals reflect annual dues and membership fees for WCA (\$27,708) and NACo (\$4,960) paid in full at the beginning of the year. Audit fees incurred and paid to Schenck (\$29,000) are also reflected in this total. Also, unanticipated envelope purchases initiated in 2015 but not received or paid until 2016 (\$664.05) will have a significant impact on our department's 2016 overall \$1,000 Office Supply budget.

Board of Supervisors - February 29, 2016



Overtime / Comp Time	01/31/16	02/29/16	YTD Incurred	Budget
Overtime (Paid)	\$ 21.42	\$ 203.24	\$ 224.66	
Comp Time*	\$ -	\$ 392.80	\$ 392.80	
Total	\$ 21.42	\$ 596.04	\$ 617.46	\$ 1,000.00

*Overtime incurred but not yet paid.



Outside Professional (Secretarial) Services	01/31/16	02/29/16	YTD Incurred	Budget
Contracted Services	\$ -	\$ 146.25	\$ 146.25	\$ 2,500.00



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Board of Supervisors

Through 02/29/16
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes ✓	574,424.00	.00	574,424.00	47,868.67	.00	95,737.34	478,686.66	17	551,908.00
Public Charges ✓	100.00	.00	100.00	.00	.00	.00	100.00	0	116.87
Miscellaneous Revenue ✓	.00	.00	.00	.00	.00	17.25	(17.25)	+++	450.00
Other Financing Sources ✓	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$574,524.00	\$0.00	\$574,524.00	\$47,868.67	\$0.00	\$95,754.59	\$478,769.41	17%	\$552,474.87
EXPENSE									
Personnel Costs ✓	418,087.00	.00	418,087.00	32,278.86	.00	59,042.31	359,044.69	14	415,841.16
Operating Expenses ✓	156,437.00	.00	156,437.00	63,904.31	.00	68,541.13	87,895.87	44	133,122.16
EXPENSE TOTALS	\$574,524.00	\$0.00	\$574,524.00	\$96,183.17	\$0.00	\$127,583.44	\$446,940.56	22%	\$548,963.32
Fund 100 - GF Totals									
REVENUE TOTALS	574,524.00	.00	574,524.00	47,868.67	.00	95,754.59	478,769.41	17	552,474.87
EXPENSE TOTALS	574,524.00	.00	574,524.00	96,183.17	.00	127,583.44	446,940.56	22	548,963.32
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$48,314.50)	\$0.00	(\$31,828.85)	\$31,828.85		\$3,511.55
Grand Totals									
REVENUE TOTALS	574,524.00	.00	574,524.00	47,868.67	.00	95,754.59	478,769.41	17	552,474.87
EXPENSE TOTALS	574,524.00	.00	574,524.00	96,183.17	.00	127,583.44	446,940.56	22	548,963.32
Grand Totals	\$0.00	\$0.00	\$0.00	(\$48,314.50)	\$0.00	(\$31,828.85)	\$31,828.85		\$3,511.55

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BOARD OF SUPERVISORS

Brown County



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DAN PROCESS
INTERNAL AUDITOR

Date: April 4, 2016

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Monthly Status Update (March 1 – March 31, 2016)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. Completed: Monetary Receipts, Disbursements and Deposits Review – Treasurer
 - b. In-progress: Assist the Clerk of Courts in the review of related revenue and expense accounts
 - c. In-progress: Monetary Receipts, Disbursements and Deposits Review – Register in Probate
2. Standard Monthly Duties
 - a. Review of the County Board's monthly financial statements (December 2015, January and February 2016)
 - b. Review of the Clerk of Courts monthly bank reconciliation
 - c. Preparation and review of the monthly Bills over \$5,000 Report
3. Standard Quarterly Duties
 - a. Audit Follow-Up
 - i. Internal (Attachment)
 1. Highway Department
 - a. Issue Extended – One (1)
 2. Golf Course
 - a. Issue Extended – One (1)
 3. NEW Zoo
 - a. Issue Closed – One (1)
4. Other Miscellaneous Activities
 - a. Inquiries/Questions from Board Supervisor's/Department Head's
 - b. Open Records Requests (1)
 - c. Anonymous Tip Line (1)
 - d. Resolution/Ordinance Creation and Submission Process (Flowchart)
 - e. Reviewed ADRC's revised policies and procedures related to cash handling
 - f. Met with ADRC staff and observed point of sales (POS) system (Schedules Plus)
 - g. Reviewed NEW Zoo's revised policies and procedures related to cash handling

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

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Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of March 31, 2016

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Purchasing Function Audit - Highway Department	The Highway Department lacks a formal Purchasing Policy. In addition, written purchasing procedures were not in place.	Highway management should develop and implement a Purchasing Policy that reflects and supports the purchasing activities within the department. This policy should also ensure that adherence to state statutes, Brown County's Code of Ordinances and management's intentions is maintained. Policy approval should also be obtained from the appropriate committee (County Board and/or Subcommittee) and the Highway Commissioner. Highway management should also strengthen existing controls by enhancing the written procedures currently in place. If appropriate, such procedures should be incorporated into the written Purchasing Policy.	Highway Department	We agree; the Department follows State Statutes and the County's ordinances in regards to purchasing. The Department's formal purchasing procedure is to continue following Chapter 83 of State Statutes. We agree that procedures could be more formally documented and as priorities and resources permit, the Department will make an effort to formalize procedures.	The Highway Division (HD) will formalize its purchasing procedures to address internal controls, LEAN efficiencies and compliance with State Statutes. This will cover use of purchase orders, contract authorizations, vendor qualifications and "public work" purchases. The HD will outline current procedures, document those procedures, and identify weaknesses. Each procedure will be formalized and maintained in a manual including a procedure to add or modify the manual. All procedures will assure state compliance. The County's Purchasing Policy will be utilized as a starting point in the development of a Highway Purchasing Policy. This review will take place during the first quarter of 2015 with finalization anticipated by 09/30/15. To determine progress, Internal Audit will follow-up and report on any advancement of this policy as of 03/31/15. <u>03-31-15 Update:</u> Progress surrounding the Highway Department's purchasing procedures have been delayed due to the absence of the Public Works Director. Revised targeted implementation date: 06-30-15. <u>06-30-15 Update:</u> Per Paul Van Nole, Public Works Director, the department has initiated a purchasing policy by editing the format followed by the county's purchasing department. In addition, other more specific policies will be attached as completed. Anticipated completion date: 08-31-15. <u>09-30-15 Update:</u> With the recent departure of the Public Works Director, the continuation and completion of this issue will be dependent on the hiring of a new Public Works Director. Revised targeted implementation date: 03/31/16. <u>03-15-16 Update:</u> Progress on this issue continues to lag due to unfilled senior level management positions. To help facilitate this process, the department will be utilizing a consultant to assist them in policy formation. Revised implementation date: 06/30/16.	06/30/16

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of March 31, 2016

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Brown County Golf Course Contractual Requirements Audit (Golf Professional Services and Food & Beverage Service)	The category used to reflect a significant portion of the Golf Pro's revenue was ambiguous.	Management should strengthen existing controls by utilizing available capabilities of the POS system to provide additional revenue breakdown (detail). If this is not possible, management should require the Golf Pro to provide Brown County with additional information; that can be verified, as to the specific make-up of any ambiguous revenue categories. In conjunction with this enhancement, management should consider the installation of surveillance cameras, within the Pro Shop area, to allow for the monitoring/review of cash handling activities by non-County employees.	Golf Course	The County Board could approve funding for the installation of a camera within the Pro Shop at a cost of \$1,000 with an additional cost of \$50.00 per year for the video footage. Targeted Implementation date: Outcome contingent on the Board of Supervisors decision to approve funding for a camera.	Per Scott Anthes, Golf Course Superintendent, cameras have not been installed as TS is awaiting for needed equipment and higher connection speed. Revised implementation date: 09/30/16. <u>09/30/16 Update:</u> A service line agreement between Brown County and the Oneida Tribe of Indians is being pursued to address this recommendation. Revised implementation date: 01/31/16. <u>02-22-16 Update:</u> Issues outside of the County's control continue to delay implementation. Revised implementation date: 09/30/16.	09/30/16

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Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of March 31, 2016

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Safe Verification Log	Daily fund verification within the Safe is inefficient and time consuming.	Management should consider reducing the amount of funds subject to daily verification by separating funds needed on a daily basis from funds needed for special occasions. Daily verification should continue on those funds utilized daily, however, funds needed on special occasions should be segregated, kept in the Safe and periodically verified. This practice would allow staff to reduce the amount of time expended on fund verification and reduce the amount of cash handled on a daily basis.	NEW Zoo	Zoo management agrees with recommendation. Special occasion funds will be held in a tamperproof numbered deposit bag. This number will be recorded on the Safe Verification Log and the bag receipt posted in the Visitor Center office for verification. Funds will be spot checked daily to make sure it has not been tampered with or changed. Sign off to that fact will take place on the Safe Verification Log. The Safe Verification Log has been revised to reflect these changes. Funds will be removed for special occasions/events and then returned to the same process once those events are finished. Targeted implementation date: September 3, 2015	12/15/15 Update: Funds were placed in a tamperproof bag and are spot-checked by the Operations Manager as is the tamperproof bag to be sure it has not been tampered with. <u>The additional funds were not needed for ZooBoo this year.</u> We have created and are using a Deposit Box Verification (IN) Log, where anyone dropping anything into the drop box in the VC has to date, initial and have a witness initial that an item was dropped in the box (as well as what it was). We have also changed the Deposit Box Verification (OUT) Log, so not only are two people dating and initialing every time the box is opened, but they must also date and initial when anything is removed from the box and note what was removed (with a witness's initials). <u>Note: Based on management's response pertaining to additional funds held, Internal Audit recommended that management reduce the Zoo's/County's liability by reducing the amount of funds kept on-site. Management agreed to review this recommendation. Additional follow-up deemed appropriate (03/01/16). 02/22/16 Update: On 02/16/16, a considerable amount of the Zoo's Cash on Hand balance was reduced and returned to the Treasurer (County). Issue considered closed.</u>	Closed

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